# **Llantwit Major & District Riding Club**

# **Privacy notice**

At Llantwit Major & District Riding Club we are committed to respecting and protecting your privacy. We explain here why and when we collect personal information, how we keep it secure and under what conditions we may disclose it to others.

We may change this notice from time to time so please check this page occasionally to ensure that you accept any changes.

Questions regarding this notice or our privacy practices should be sent by email to: little\_linds@hotmail.co.uk

#### Who are we?

We are Llantwit Major & District Riding Club, affiliated to British Riding Clubs

## How do we collect information from you?

We obtain information about you when you join us as a Club member or contact us in any way, including about tuition, entering competitions or events.

## What type of information is collected from you?

Personal information we collect might include your name, address, email address, telephone numbers and dates of birth. We may also use photographs for the website and social media, unless you have ticked the opt out box on the membership form.

## How is your information used?

We may use this information to:

- Notify you of our meetings, competitions, events and tuition
- Send you newsletters and request help at events
- To inform British Riding Club HQ of our membership data base
- Ask for comments about the services we provide
- Inform you about any other relevant events and activities
- To enter you into competitions as a representative of the Club

We are legally required to hold some types of information to fulfil our statutory obligations (for example notifying British Riding Clubs HQ of our membership data base). We review all personal information regularly and request your review and correction of any information that we hold about you. We will not keep this information for any longer than is deemed necessary.

## Who has access to your information?

We will not sell, rent or give your information to third parties or share your information for marketing purposes unless required by law. Examples of that include compliance with a court order, if it is necessary for prevention of crime, to enforce our terms of use or to protect the rights, property or safety of our supporters. However, we will aim to ensure that your privacy rights continue to be protected.

We may pass your information to our third party service providers to complete tasks and provide services on our behalf, eg booking stabling and accommodation and any Club related booking.

## Your choices, updates and access to your information

You have a choice about whether or not you wish to receive information from us. We will not contact you for marketing purposes by email, phone, text message or post unless you have given your prior consent.

You can send us changes of preferences, email address or other information by emailing little linds@hotmail.co.uk. We will delete all or part of your information on request.

The accuracy of your information is important to us. From time to time we may send the information we hold about you along with an update request. At any other time you have the right to ask for a copy of your information.

## **Security**

Security precautions are in place to protect the loss, misuse or alteration of your information. We take steps to ensure that all data you send is treated securely.

When you give us personal information we make our best effort to ensure its security. The information is password protected. When you give us personal information on paper, or we need to print it, this is shredded when no longer required.

#### Links to other websites

Our website may contain links to websites run by other organisations. This privacy notice applies only to the Llantwit Major & District Riding Club website. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

#### 16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get the permission of the person with parental responsibility for you beforehand whenever you provide us with personal information.

## Location of your information

Your personal details are stored in the United Kingdom and are not transferred outside it.

#### Review of this notice

We keep this notice under regular review; it was last reviewed in May 2018.