



STAINSBY GRANGE
EQUESTRIAN

DATA PROTECTION & PRIVACY POLICY

Data Protection

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

We have policies, procedures and training in place to help our employees and volunteers understand their data protection responsibilities and follow the data protection principles.

We have a nominated member of staff who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email stainsbygrange@outlook.com

This privacy policy relates to our use of any personal information we process about you.

How we collect Personal Data

We may collect your personal data in different ways, for example:

- from the information you provide to us when you make an application to work for us or stable with us or have lessons with us or from third parties such as your previous or current employers/yard so we can verify details about you
- as you interact with us in other ways; as a contractor, or in any other capacity

How we use Personal Information

We collect and use personal information about our liveryes, clients, job applicants and volunteers for different purposes.

- Membership applications, administration and renewals
- Riding school disclaimer
- Running events and camps
- Dealing with complaints and appeals
- Undertaking safeguarding activities including DBS checks and casework

- Employee administration
- Employee and volunteer recruitment

We only collect personal information that we genuinely need.

This may include:

- Contact details such as name, address, email address and phone numbers
- Details about your horse such as the name, age, sex and passport number
- Date of birth and gender
- Any Special Educational Needs (SEN) requirements including relevant medical records
- Qualifications
- Name of your parent or guardian (if you are under 18)
- Name and contact details of any next of kin

Membership Applications, Administration & Renewals

We will use the information that you provide to us to process your livery application and renew your application if appropriate. We will email and post you information about events, our services and other items of interest, as part of your livery agreement. You can opt out or unsubscribe from receiving this information if you wish (please note however this might lead to you not receiving vital updates and information). Our legal basis for using your personal information in this way is for the performance of a contract.

Dealing with Complaints & Appeals

If a complaint or an appeal is raised with us, we will process the personal information that is provided to us to manage and resolve the complaint or appeal. This may include sharing relevant information with an affiliated organisation, a coach, welfare officers or another organisation, depending upon the nature of the complaint and the area it relates to. Our legal basis for using personal information for this purpose is to fulfil our legitimate interest and fulfil our objective of resolving complaints in a careful and appropriate manner.

Undertaking Safeguarding Activities including DBS Checks & Casework

When necessary, we process relevant personal information about liveries, clients, volunteers, coaches and employees for safeguarding purposes. This might include undertaking DBS and other checks to identify any criminal and other activity we need to be aware of and casework. It may be necessary to share some personal information with relevant authorities such as the police, The Safeguarding Advisory Board and an appropriate member of the respective Member Body – such as The BEF, The Pony Club or a BRC Riding Club (as appropriate to the safeguarding activity). Our legal basis for this processing is to meet our legal obligation

Employee & Volunteer Recruitment

If you provide us with information about yourself, such as a resume or curriculum vitae, in connection with a job or volunteer application or enquiry, we may use this information to process your enquiry. We will not store this information for any purpose other than that relating to your application. Our legal basis for using your information in this way is for our legitimate interest.

Our Legal Basis for Processing Personal Information

Our legal basis for the purposes that we process personal information is for the performance of a contract, or for our legitimate interests or consent.

We may process personal information because it is necessary for the performance of a contract to which you are a party (or to take steps at your request prior to entering a contract). For example, we may process your personal data:

- To issue or administer a livery agreement
- To administer a training course and award a qualification
- Pass on to other instructors

We may collect and use your personal data if it is necessary for our legitimate interest and so long as its use is fair, balanced and does not unduly impact your rights

Usually we will only process sensitive personal data if we have your explicit consent. In extreme situations, we may share your personal details with the emergency services if we believe it is in your 'vital interests' to do so. For example, if someone is taken ill during one of our events.

Sharing Personal Information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

If necessary, we may also share your information with caterers, course providers, referees, and coaches.

We process employee personal information to fulfil our contracts with our employees and meet our legal obligations as an employer.

Transferring Personal Data outside of the EEA (European Economic Area)

We do not need to collect or send your personal information outside of the EEA. We will not transfer personal information to countries or jurisdictions which do not have a similar standard of data protection law in place.

Your Rights

If you no longer wish to receive communications about products and services from us, please contact stainsbygrange@outlook.com You can also unsubscribe at any time to emails that we may send to you about the products and services that we think will be of interest to you (however please note that this may lead to you missing vital information).

You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to stainsbygrange@outlook.com We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate at stainsbygrange@outlook.com
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information stainsbygrange@outlook.com
- Receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, so that you can send it to another organisation. Please contact us at stainsbygrange@outlook.com

- Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you. Please contact us at stainsbygrange@outlook.com

Please note that we may be entitled to refuse requests where exceptions apply: for example, if we have reason to believe that the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

How long we keep your Personal Information

We will hold your personal information for as long as is necessary. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance, employment or audit purposes.

- We will keep volunteer records indefinitely to aid us in volunteer recruitment for forthcoming events We will keep records of events for 2 years, in order to facilitate any insurance claim resulting from the activity.
- We may keep Riding school disclaimers for upto 3 years

Changes to this Policy

This Privacy Policy may change from time to time. we recommend that you please visit this web page periodically to keep up-to-date with the changes in our Privacy Policy