



Data Protection

Privacy Policy

Oldham & District Riding Club

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 volunteers understand their data protection responsibilities and follow the data protection principles.

We have a nominated member of ODRC who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email our Data Protection Leader DPL@odrc.co.uk

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:

- when you, a parent or guardian (Junior members) contact us by post, telephone, SMS, email or via our website
- from the information you provide to us when you make an application to join O&DRC or when you use our online booking system to book events or purchase club merchandise.
- as you interact with us in other ways; as a person providing services to O&DRC, or in any other capacity.

How we use personal information

We collect and use personal information about our members and non-members for different purposes.

1. Membership applications, administration and renewals
2. Informing Members about O&DRC events and services
3. If non-members, if they have signed up to participate in O&DRC events
4. Dealing with complaints and appeals
5. Undertaking safeguarding activities including DBS checks
6. Processing expenses and refunds

We only collect personal information that we genuinely need.

This may include:

- Contact details such as name address, email address and phone numbers
- Date of birth and gender
- Dietary requirements where this is required for catering
- Name of your parent or guardian (if you are under 18)
- Name and contact details of any next of kin where you are attending an event and are riding.

Membership applications, administration and renewals

We will use the information that you provide to us to process your membership application and renew your application if appropriate. It should be noted that as we are affiliated to the British Horse Society as a British Riding Club, your personal information will be shared with them in order to fulfil your BRC membership benefits and they may share with associates for the purpose of fulfilling your full membership benefits i.e. insurance providers.

We / BRC will automatically contact you about your membership: for example, to ensure you receive your membership benefits, to tell you about news, activities and events. This includes sending you a regular magazine, email updates, information on other membership benefits, and publishing competition times and results in the public domain

We will email and post you information about events, courses, our services and other items of interest, as part of your membership. You can opt out or unsubscribe from receiving this information if you wish by email to, DPL@odrc.co.uk. Our legal basis for using your personal information in this way is for the performance of a contract.

Informing Members about O&DRC events and services

If you opt in to our mailing list we will use the information that you provide to email and post you information about our events, courses, our services and other items of interest. You can opt out or unsubscribe from receiving this information at any time if you wish by email to, DPL@odrc.co.uk. Our legal basis for using your personal information in this way is consent.

If non-members, if they have signed up to participate in O&DRC events

If you have entered our events online or via an entry form, we will use the information that you provide to us to process your entry to enter you into the event. Our legal basis for using your personal information in this way is for the performance of a contract. We may contact you with regards to the show entry to inform you of any updates, i.e. entry times, cancellation, etc.

Dealing with complaints and 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, such as The BEF or a riding club, a coach, welfare officer or other 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

When necessary, we process relevant personal information about members, volunteers, or instructors 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 obligations.

Processing expenses and refunds

We will use your personal information to process expense claims and refunds. We may ask for your bank account details in order to process payments to you. We do not store credit card, bank account details or any other details related to banking. If you have used PayPal for payment we shall refund you through PayPal. Our legal basis for using your information for this is for the performance of a contract.

Cookies and aggregate information collected from

[HTTP://WWW.ODRC.CO.UK](http://www.odrc.co.uk)

We use cookies and log files on our website to store information about when you visit our website. A cookie is a piece of data stored on the user's computer tied to information about the user. This enables us to provide a service to allow for online entries and purchases. We do not use your profile to tailor your visit to our website, but we do use it to make navigation easier and direct you to information that best corresponds to your interests.

Aggregate information is collected from users using our own web tracker. This information includes users' Internet Protocol (IP) addresses, browser type, internet service provider (ISP), date/time of visit, error pages and number of unique visits.

This information is not linked to personal profiles or to personally identifiable information provided by users. We use it to analyse visitor trends and use of our website, administer the website and to gather broad demographic information of our website users. 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 membership
- To administer a training event, show or riding club camp
- To supply merchandise, you have ordered from our online shop

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.

We will ask for your consent to send you emails and text messages. You can withdraw consent for this at any time by sending an email our Data Protection Leader DPL@odrc.co.uk

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.

We may share your personal information with third party organisations who will process it on our behalf, for example when booking a riding club camp or farm ride. The information given will be limited to information required to attend the event.

If necessary, we may also share your information with course providers and instructors.

We may also share your information with our bank to process a payment; our professional advisers (such as our legal advisers) where it is necessary to obtain their advice; and our IT support and data storage providers.

Where required, we will process personal information to comply with our legal obligations. In this respect we may use your personal data to comply with subject access requests; tax legislation; for

the prevention and detection of crime; and to assist the police and other competent authorities with investigations including criminal and safeguarding investigations.

Transferring personal data outside of the EEA

O&DRC does not transfer data outside of the EEA

Your rights

If you no longer wish to receive communications about products and services from us, please contact DPL@ODRC.co.uk. 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.

You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to DPL@ODRC.co.uk. 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. Please contact us at DPL@ODRC.co.uk.
- 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. Please contact us at DPL@ODRC.co.uk.
- 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 DPL@ODRC.co.uk.
- 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 DPL@ODRC.co.uk.

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 membership records for 20 months, in order to administer our membership scheme
- We will keep records of events and camps for 2 years, in order to facilitate any insurance claim resulting from the activity.
- We will keep website account records on our database server for 2 years, this allows you to book events and services online at <http://odrc.co.uk/events> without having to re-register.
- If you do not use the events website within 2 years we will delete all data accounted to you.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit this webpage periodically to keep up-to-date with the changes in our Privacy Policy.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**.