

# Wellington Riding Club- Data Protection and GDPR Policy

## 1. Introduction

Wellington Riding Club (affiliated to British Riding Clubs ) is committed to protecting the privacy and personal data of its members, volunteers, participants, and other individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 2. What Data We Collect

We may collect and process the following types of personal data:

- Name, contact details, and emergency contact information
- Riding experience, medical information relevant to participation
- Membership records, event attendance, and payment details
- Images and videos from club events (with consent)

## 3. How We Use Your Data

We use personal data for the following purposes:

- Administering membership and communication
- Organising lessons, events, and competitions
- Ensuring safety and wellbeing during activities
- Managing payments and insurance
- Promoting the club (only with explicit consent for images/videos)

## 4. Legal Basis for Processing

We process personal data based on:

- Consent (e.g., for marketing or sharing photos)
- Contractual necessity (e.g., delivering membership benefits)
- Legal obligations (e.g., safeguarding, insurance)

## 5. Sharing Data

We only share data with:

- Instructors, organisers, or volunteers who need it to carry out club activities
- Service providers (e.g., for payment processing or insurance)
- Authorities when required by law (e.g., safeguarding bodies)

We will never sell or share personal data for marketing.

## 6. Data Retention

Personal data is kept only as long as necessary for the purposes stated. We regularly review and securely delete any information that is no longer required.

## 7. Your Rights

Under the UK GDPR, you have the right to:

- Access your data and receive a copy
- Request correction or deletion
- Withdraw consent
- Object to certain types of processing

Requests can be made by contacting us [info@wellington-rc.co.uk](mailto:info@wellington-rc.co.uk)

## 8. Data Security

We implement appropriate technical and organisational measures to protect personal data from accidental loss or unauthorised access.

## 9. Contact

For questions about this policy or your data, contact:

Data Protection Officer

Club Secretary- Lorna Andrew

secretary@wellington-rc.co.uk

c/o Wellington Riding, Heckfield, Hook, Hampshire RG27 0LJ

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