

## **DATA PROTECTION AND PRIVACY NOTICE**

Meon RC is committed to protecting your personal information. In this notice, references to 'we' or 'us' means Meon RC. This notice explains how we collect and use the personal information about you.

### **Who we are**

Meon RC is a not for profit organisation which is affiliated to the British Horse Society through British Riding Clubs

Meon RC operates the website [www.meonrc.org](http://www.meonrc.org).

Our Data Protection Officer is the Membership Secretary as detailed on the CONTACTS page of our website.

### **Information we gather.**

Meon RC gathers certain information about you. Information about you is also used by our affiliated entities, namely local affiliated riding clubs, BRC Area 17 and British Riding Clubs headquarters.

Personal information that you supply to us may be used in a number of ways to facilitate your riding club membership. 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.

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 collect information in the following ways:

- When you become a member of Meon RC, you will give us information. You may also give us information when using our Website Membership system. Information may include your name, date of birth, postal address, email address, phone number, equestrian qualifications and details of horses you own, including passport/fluvac details.
- Meon RC .only holds and uses information for essential management purposes.
- Meon RC will not share information unless the member has given permission for a stated purpose.
- Meon RC will only keep information to fulfil administrative requirements.
- Your information will be deleted from the records within two years of you ceasing to be a member.
- If contact is made with a large section of the membership by email, blind addresses will be used. If a member has signed up for a specific activity with a small subgroup then it may be appropriate to include the email addresses of all those in that group. If a member feels that their email address is particularly sensitive, then please contact a committee member.
- Provision of your e-mail implies permission for use by Club officials to provide information about Club events.
- The member has the right to withdraw consent at any time.
- The member has the right to lodge a complaint with the ICO (Information Commissioner's Office).
- If you have concerns regarding privacy or how we handle information, please contact the Membership Secretary, or, if you prefer, another committee member.
- Meon RC would like to use images of our activities for reporting and communication purposes, including in social media outlets. You will be asked for your consent when it is appropriate.