

NATIONAL PONY SOCIETY PRIVACY STATEMENT

Information about us

www.nationalponysociety.com is a site operated by the National Pony Society (We). We are a company limited by guarantee, registered in England and Wales under company number 77583 and registered under the Charities Act No 240751 and we have our registered office at Beaver House, 23-28 Hythe Bridge Street, Oxford, OX1 2ET and our main trading address at Arthur Rank Centre, Stoneleigh Park, Warwickshire, CV8 2LG. Our VAT number is 199445312.

Data Protection and the National Pony Society

The National Pony Society (NPS) is responsible for the collection, processing, storage and safe keeping of any personal and sensitive information you provide us as part of your membership, show entry or pony registration in the British Riding Pony Studbook.

We are a data controller and the information you provide will be managed in accordance with the General Data Protection Regulations 2018. This Policy set outs our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the GDPR) and explains how we collect, store and use your personal information.

What is Data Protection?

Data Protection is how organisations make sure that they look after important information they hold on individuals. The General Data Protection Regulations 2018 sets out rules for processing personal information to ensure it is handled properly.

The NPS and its associated Areas understand and are committed to their obligations in relation to the processing of personal and sensitive personal information and acknowledge that all individuals have a right to expect that their privacy is respected and that their information will be processed in line with Law and Regulations. We will comply with the Data Protection Act 2018 along with associated laws, regulations and codes of practice to ensure that your personal information and sensitive personal information is adequately protected.

Visitors to our websites

When someone visits our website we will collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in such a way that at no time can a person be identified.

Web services

The information held and published on the NPS website and associated websites is only to be used for the purposes it has been published for. We do not consent to any organisation or person to take individuals (data subjects) personal information from our website and use this for their own purposes without NPS written consent.

Third party websites

Our website contains links to various third party websites. We are not responsible for the content or privacy practices of any external websites that are linked from this site.

People who email us

Any email sent to us, will be reviewed and directed to the most appropriate person or department. Any attachments may be monitored and used by us for reasons of security and for monitoring compliance with our policies. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

National Pony Society and Cookies

We do use Jetpack to track activity on our website. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Confidentiality and Security

We have implemented security policies, rules and technical measures to protect individual's personal information that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss

All our employees, volunteers, officials, trustees and third party contractors (data processors) which we engage, who have access to, and are associated with the processing of your personal information, are obliged to respect the confidentiality and only process the information based on our instructions.

We ensure that your personal information will not be disclosed unless we have obtained the correct consent and/or if we are required to by law.

What information do we collect about you and people who are members or competitors with the NPS?

We collect the personal and sensitive personal information that you supply to enable us to carry out and supply you with a service. Some examples why we collect individuals and/or members personal information has been detailed in this privacy statement. When collecting and processing your personal and sensitive personal information we do so to deliver you a service and/or to fulfil a contractual obligation. We also use your information for technical administration, customer administration, anti-doping rules and if there is a legal obligation. We also collect information to enable us to manage events and to keep records of the results of these events.

Types of information we may collect as part of delivering you a service are:

Members

When you sign up for membership with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- details of a responsible person if a member is below 18 years of age;
- membership details including start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events or competitions hosted by us;
- any disciplinary and grievance information;
- images in video and/or photographic form and voice recordings; and
- your communication preferences so that we know whether and how we should contact you.

Riders/Participants

If you are a rider/participant who has entered a competition hosted by us, you may in addition provide us with or we may obtain the following additional personal information from you:

- details of horse entered; and
- competition results

Judges

If you have registered with us to receive more information about our judging panels or are currently an NPS judge, you may also provide us with or we may obtain the following additional personal information from you:

- judging experience and/or officiating history;
- national insurance number and self-disclosure statement

How do we use your information?

This guide enables you to understand in brief how we will use your information to

- [a] Deliver you a membership service;
- [b] Respond to any enquiries you make;
- [c] Keep you updated with the latest news and products/services
- [d] Respond to your interest in our services;

And

[e] Share information with affiliated show organisers

[f] Share information with Grandstand Media and Hickstead Ltd with regard to confirmation of qualifications

The personal information you provide will be used to update your records and will be securely stored in our computer and paper based filing systems. We will not collect information about you that is not needed and we will also ensure that the personal information you provide to us is updated to our systems in a timely and accurate manner. As a member you are required to keep your information with us accurate and up to date. Please do tell us if any of your circumstances change as this will help us to provide you with the best possible service in the future. Furthermore, we will regularly review your personal information and also make necessary changes to any service or information handling processes when you, the law or the Information Commissioner request such changes.

Anti-doping

Where required a member will participate in doping control procedures undertaken by an appointed doping control officer, the results of such procedures may be used in results management, including associated disciplinary hearings, appeals and adjudications. We will share information with Showing Council Common Agreement Members and other Affiliated Bodies for the purposes of carrying out our functions and ensure compliance with the law, associated regulations, rules and codes of practice.

Safe Guarding and Data Barring Service Checks

The NPS wishes to ensure that those who take up appointments, volunteer and/or are contracted by the NPS do not pose a risk to the children or vulnerable adults. Therefore we may use the DBS to obtain data barring service checks and these checks will be requested in line with the rules set down by DBS, Data Protection Act 2018 and our Safeguarding Policies. If required we will share individual's information in a secure manner with agencies, British Equestrian Federation, (BEF), other affiliated bodies and when required our disciplinary panel when membership has to be reviewed where there is a safeguarding concern or risk. The processing of this sensitive data will be in line with the adopted Safeguarding Policy with the BEF.

Your personal and sensitive personal information helps us to provide you with an efficient and effective service. When you contact us, we may ask you to provide us with some information so that we can be satisfied that you are who you say you are. We do this to protect you and to make sure that other people cannot find things out about you that they are not entitled to know. Anybody acting on your behalf may be asked to provide supporting information to indicate that you have agreed for them to do this. When you attend NPS events it is important to record your information as part of the event. The event organiser will share information with us so we can keep your membership and results details accurate and up to date.

How do we share your information with or without your consent?

We will not normally share your information without consent unless we are required to do so by law. We may share and provide specific, relevant but limited information with Law Enforcement Agencies, Government Agencies (including DEFRA) or Statutory/Public Bodies but only where there is a legal basis to do so. We may also share relevant information with other third parties where we are legally obliged to with or without your consent.

Some examples are:

- The prevention or detection of crime and fraud.
- The apprehension or prosecution of offenders.
- The assessment or collection of tax or duty owed to HM Customs and Excise.
- In connection with legal proceedings.
- In relation to the physical or mental health of an individual, where disclosure is required to protect them or others from serious harm.
- For research and statistical purposes.

How long do we retain your personal information for?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 7 years after your last contact with us. Exceptions to this rule are:

- Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- Historic data relating to breeding and show records
- Data covered under the DEFRA Passport Issuing regulations
- Information relating to historic disciplinary action or complaints

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us using by using the details set out in the "Contacting us" section below.

How we collect and process your information as part of our recruitment process

If you submit an application to work for the NPS, we will use your personal information for the purpose of the application process. References will not be taken up without your prior permission. We will not

further share or disclose your information unless consent has been given or we are required to so by law. We will only supply limited information in any Reference request we receive.

The NPS will comply with legislation, regulation and the Data Protection Act 2018, where a Data Barring Service Check is carried out, we will comply your rights when carrying out these checks. Personal information relating to unsuccessful applicants will be retained for no longer than 12 months, to be used in the event of an appeals process. If you are successful, our Human Resources department will obtain proof of your identification, qualifications and right to reside and work in the country. We will maintain a file which will relate to your employment. This information will be maintained securely and only used for employment purposes. No disclosures will be made from the file without your consent or unless it is required by law. All retention requirements will be adhered to in relation to your personal information.

Your Rights

Please contact us first if you have a concern about anything relating to how we process your personal data. We will do everything it can to help you.

You have the right to:

- Ask for a copy of your personal information
- Know how your personal information will be shared with and under what circumstance
- Challenge incorrect personal information and request for it to be amended
- Have inaccurate information rectified, blocked, erased or destroyed
- Complain to the Information Commissioner
- Apply to the Court for compensation for distress and/or damages due to noncompliance of the DPA

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Requesting a copy of your personal information – Subject Access Request

We will be as open and transparent as it can be in relation to providing access to your personal information. Normal 'business as usual' information will be provided to you as part of the standard customer or employee relationship. Formal requests for personal data or information may be made by making a 'subject access request'. You can ask us whether we are keeping personal data about you by writing to: National Pony Society, Stoneleigh Park, Warwickshire CV8 2LG
admin@nationalponysociety.com Tel: 01420 88333

On request, we will provide you with a readable copy of the personal data which we keep about you.

We will require:

- A Request in writing
- Proof of your identity

We try to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 2018.

Changes to this privacy notice

We keep our privacy notice under regular review

Contacting Us

In the event of any query or complaint in connection with the information we hold about you, please email admin@nationalponysociety.com or write to us at: National Pony Society, Arthur Rank Centre, Stoneleigh Park, Warwickshire, CV8 2LG