**Privacy Policy**

At Cardiff and Vale Riding Club (the Club) keeping your personal data safe is important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

This privacy policy explains why and when we collect personal information, how we keep it secure and when we may disclose it to others.

Questions regarding this notice or our privacy practices should be sent by email to info@cardiffandvaleridingclub.com

**Who are we?**

We are Cardiff and Vale Riding Club, affiliated to British Riding Clubs

**How do we collect information from you?**

We obtain information about you when you join us as a Club member or contact us in any way, including about tuition, entering competitions or events.

**How we use personal information**

We collect and use personal information for different purposes. 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 (for under 18s)
* 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)
* DBS form if you are an instructor

We may use this information to:

* Administer membership, including applications and renewals
* Notify you of our meetings, competitions, events and tuition
* Send you newsletters and request help at events
* To inform British Riding Club HQ of our membership data base
* Ask for comments about the services we provide
* Inform you about any other relevant events and activities
* To enter you into competitions as a representative of the Club

**Legal Basis**

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).

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 marketing emails. You can withdraw consent for this at any time.

**Who has access to your information?**

We share membership information with theBritish Riding Clubs and if necessary we will share your information with instructors or event and competition organisers. We will not sell or share your information with third parties for marketing purposes.

We may share your information where required by law, e.g., for compliance with a court order, if it is necessary for prevention of crime, to enforce our terms of use or to protect the rights, property or safety of our supporters. However, we will aim to ensure that your privacy rights continue to be protected.

**Your choices, updates and access to your information**

You have a choice about whether or not you wish to receive information from us and you can send us changes of preferences, email address or other information by emailing info@cardiffandvaleridingclub.com We will delete all or part of your information on request.

The accuracy of your information is important to us and we may ask you to check and update your information from time to time. At any time, you have the right to ask for a copy of your information.

**Security**

We take steps to ensure that all data you send is treated securely and delete or destroy it when it is no longer needed.

**Links to other websites**

Our website may contain links to websites run by other organisations. This privacy notice applies only to the Cardiff and Vale Riding Club website. We are not responsible for the privacy policies and practices of other sites even if you access them using links from our website.

**16 or under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under‚ please get the permission of the person with parental responsibility for you beforehand whenever you provide us with personal information.

**Review of this policy**

We review this policy periodically and will publish updates on our website.

**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.