



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Horse Rangers Association (Hampton Court) Ltd [Horse Rangers] is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Horse Rangers complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a service for the benefit of the public as specified in our constitution;
- To administer membership, volunteer and Riding for the Disabled [RDA] records;
- To fundraise and promote the interests of the charity;
- To manage our employees, members, RDA Riders and volunteers;
- To maintain our own accounts and records (including the processing of membership subscriptions, gift aid applications);
- To inform you of news, events, and activities and running at Horse Rangers;

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, and activities.

Consent is provided through the following forms;

- Horse Rangers Member Enrolment Forms,
- RDA Participant Forms
- Horse Rangers and RDA Volunteer Application Forms

Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the charity in order to carry out a service to other charity members or for purposes connected with the charity. We will only share your data with third parties outside of Horse Rangers with your consent or if required to do so by law.

6. How long do we keep your personal data?

Member and Volunteer (Mainstream and RDA)

- All data will be retained whilst you are an active member or volunteer
- Once you are no longer involved with Horse Rangers, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18
- Gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate

Employee

- Payroll wage/salary records (also overtime, bonuses, expenses) are retained for 6 years from the end of the tax year to which they relate as per the statutory retention period
- Statutory Maternity Pay records, calculations, certificates (Mat B1a) or other medical evidence (also shared parental, paternity and adoption pay records) are retained for 3 years after the end of the tax year in which the maternity period ends as per the statutory retention period
- Working time records including overtime, annual holiday, jury service, time off for dependents, etc. are retained for 2 years from the date on which they were made as per the statutory retention period.
- Pension records are retained for 12 years after the benefit ceases
- Redundancy details, calculations of payments, refunds, notification to the Secretary of State are retained for 6 years from the date of redundancy as recommended

All other retention periods can be found in our archiving policy.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Horse Rangers holds about you;
- The right to request that Horse Rangers corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Horse Rangers to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Administrator at admin@horserangers.com .

The Horse Rangers Association (Hampton Court) Ltd

Registered Address:

Bourne House

Queen Street

Gomshall

Guildford GU5 9LY

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.