



GORDON
DRESSAGE
GROUP

Data Protection

Privacy Policy

Gordon Dressage Group

Data protection

Gordon Dressage Group (GDG) is a data controller for the purposes of the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018.

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

We have policies, procedures and training in place to help our committee members understand their data protection responsibilities and follow the data protection principles.

We have a nominated committee member who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email: carol.gdgmembership@gmail.com.

This privacy policy relates to our use of any personal information we process about you.

How we collect personal data

We may collect your personal data in different ways, for example:

- when you or your parent or guardian communicate with us by post, telephone, SMS, email or via our website

How we use personal information

We collect and use personal information about members and non-members for different purposes.

Membership applications, administration and renewals (members)

Provision of subsidised members' training (members)

Running dressage competitions (members and non-members)

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
- Name of your parent or guardian
- Bank account details

Membership applications, administration and renewals

We will use the information that you provide to us to process your membership application and renew your application if appropriate. Our legal basis for using your personal information in this way is for the performance of a contract.

Provision of subsidised members' training

We will use the information that you have already provided to us in connection with your membership application to contact you if you express a wish to take part in GDG members' training. Our legal basis for using your personal information in this way is for the performance of a contract.

Running dressage competitions

If you enter a dressage competition organised by GDG, we will use the information that you provide to us to process your entry and to publish the results of the competition. We will publish competition results on our website and in our newsletter and also share results of affiliated competitions with British Dressage. Our legal basis for using your personal information in this way is for the performance of a contract and our legitimate interest.

Our legal basis for processing personal information

Our legal basis for the purposes that we process personal information is for the performance of a contract, or for our legitimate interest.

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). For example, we may process your personal data:

to issue or administer a membership

to enable you to take part in subsidised members' training

to process your entry for a dressage competition run by GDG

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.

Usually we will only process sensitive personal data if we have your explicit consent. In extreme situations, we may share your personal details with the emergency services if we believe it is in your "vital interests" to do so. For example, if someone is taken ill during one of our events.

Sharing personal information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

We may also share your information with our bank to process a payment.

Transferring personal data outside of the EEA

Gordon Dressage Group does not transfer data outside of the EEA.

Your rights

You have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to: carol.gdgmembership@gmail.com. We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at: carol.gdgmembership@gmail.com.
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at: carol.gdgmembership@gmail.com.

- Receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, so that you can send it to another organisation. Please contact us at: carol.gdgmembership@gmail.com.
- Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you. Please contact us at: carol.gdgmembership@gmail.com.

Please note that we may be entitled to refuse requests where exceptions apply, for example, if we have reason to believe that the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

How long we keep your personal information

We will hold your personal information for as long as is necessary. We will not retain your personal information if it is no longer required

- We will keep membership records for no longer than three years beyond the lifetime of the membership.
- We will keep records of competition entries, including results, indefinitely for historical purposes.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit this webpage periodically to keep up-to-date with the changes in our Privacy Policy.

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**.