

# Privacy Policy for Suffolk Riding Club

At Suffolk Riding Club, we value your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, store, and safeguard your data, including any images used on our website, in accordance with UK law, including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). We've written this policy to be clear, straightforward, and easy to understand, reflecting our commitment to transparency and trust.

## When You Contact Us

When you get in touch with us—whether to join our club, ask a question, or access our facilities and services—we may collect personal information such as your:

- Name
- Address
- Email address
- Phone number

We use this information to respond to your inquiries, provide information, and enable you to participate in our activities, events, and services. Your data will only be used for the purpose it was provided for, and we'll keep it secure.

We won't share your personal information with any third parties, except:

- With British Riding Clubs, where necessary for membership or event purposes.
- To comply with legal obligations, such as reporting accidents or incidents to relevant authorities.
- In rare cases, to meet safeguarding or legal requirements, for example, in the event of a crime.

## Images Used on Our Website

Our website may feature images, such as photographs from club events, activities, or facilities, to showcase the Suffolk Riding Club community. If you submit or appear in images shared with us (e.g., event photos), we may use these on our website or social media to promote our activities.

- **Consent for Images:** By submitting images to us or participating in events where photography is taking place, you consent to their use on our website or related platforms. If you'd prefer not to have your image used, please let us know at the time of the event or by contacting us at [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com). We'll respect your wishes and remove or refrain from using those images.
- **Storage and Security:** Any images containing identifiable individuals are stored securely and only used for the intended purpose (e.g., promoting club events). We do not share images with third parties unless required for legal reasons or with your explicit consent.

- **Children in Images:** We will not use images of children under 13 without the express consent of their parent or guardian.

## Our Legal Basis for Processing Your Data

Under the UK GDPR and Data Protection Act 2018, we process your personal information, including images, based on the following legal grounds (Article 6(1)(a), (b), and (e)):

- **Consent:** You've given us clear permission to process your data or images for a specific purpose, such as contacting you about club events or using your photo on our website.
- **Legal Obligation:** We may need to process your data to comply with legal requirements, such as safety reporting or safeguarding duties.
- **Contractual Necessity:** If you're a member or using our services, we need to process your data to fulfill our agreement with you.

## Keeping Your Information Secure

We take the security of your personal data, including images, seriously. Suffolk Riding Club uses appropriate measures to protect your information from:

- Unauthorised access
- Loss
- Manipulation
- Falsification
- Destruction
- Unauthorised disclosure

We store your data and images securely and only keep them for as long as necessary for the purpose they were collected. Once no longer needed, we'll delete them safely.

## Children's Data

We do not collect or process personal data or images from children under 13 without the explicit consent of their parent or guardian. If you're a parent or guardian and have concerns about your child's data or images, please contact us using the details below.

## Your Rights

Under UK data protection laws, you have rights over your personal information, including images. These include:

- **Access:** You can request a copy of the data or images we hold about you.
- **Correction:** If any information we hold is incorrect, you can ask us to update it.
- **Deletion:** You can request that we delete your data or images when they're no longer needed.
- **Objection:** You can object to how we process your data or images in certain circumstances.

To exercise any of these rights, please contact our Data Protection Contact, Sharon Jones, at [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com) or use the contact details at the bottom of this policy.

## Complaints

If you're unhappy with how we've handled your personal data or images, please get in touch with us first so we can address your concerns. You can contact Sharon Jones at [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com).

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

- **Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)
- **Phone:** 0303 123 1113
- **Website:** [www.ico.org.uk](http://www.ico.org.uk)

## Contact Us

If you have any questions about this Privacy Policy, how we handle your data, or the use of images on our website, please don't hesitate to contact us. We're here to help.

### **Data Protection Contact:**

Sharon Jones

Honeysuckle, Hockey Hill, Wetheringsett, Stowmarket, Suffolk, IP14 5PL

**Email:** [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com)

**Phone:** 01449 766139

### **Club Chairperson:**

Margaret Walton

**Phone:** 07889 546319

This Privacy Policy was last updated on 9th September 2025. We may update it from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on our website.