

STEPHEN WAY EQUESTRIAN

PRIVACY POLICY

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 employees and volunteers understand their data protection responsibilities and follow the data protection principles.

If you have any questions regarding data protection and our Privacy Policy, please email contact Mel Way: meltheeventingway@hotmail.co.uk

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:

- Contact through our website, email, over the telephone or SMS
- Applications made for employment with Stephen Way Equestrian
- Enquiries face to face, or over the telephone, via website, email or SMS regarding livery, teaching and training, and horses for sale
- Membership applications

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 and gender
- Dietary requirements where this is required for catering
- Qualifications
- Name of your parent or guardian (if you are under 18)
- Name and contact details of any next of kin

If you register for one of our events or camps, we will use your information provided to us to process your registration and enable you to attend the event or camp. This will include sharing some of your information with our volunteers that run the event or camps. It may also include collecting and sharing medical information with them if you choose to provide that to us.

We will not store this information for any purpose other than that relating to your enquiry.

PHOTOGRAPHY AND VIDEO

Photographs and video may be taken during events and shows. These pictures/video may be taken by official photographers or by participants in the event/clinic/show. These pictures/video may be used by the participants, or by Stephen Way Equestrian for training and marketing purposes.

Location notices will advise when photography/videoing will be taking place. If an individual objects to being included in these pictures/video they must notify the instructor or organiser.

COOKIES

We use cookies and log files on our website to store information about how you use our website. A cookie is a piece of data stored on the user's computer tied to information about the user. This enables us to create a profile which details your viewing preferences. We use your profile to tailor your visit to our website, to make navigation easier and direct you to information that best correspond to your interests and country.

You can also unsubscribe at any time to emails that we may send to you about the products and services that we think will be of interest to you.

You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to meltheeventingway@hotmail.co.uk. 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 meltheeventingway@hotmail.co.uk

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. In some circumstances, we may legally be required to retain your personal information, for example for finance, employment or audit purposes. - We will keep membership records indefinitely, in order to administer our membership scheme - We will keep records of events and camps for 2 years, in order to facilitate any insurance claim resulting from the activity.

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

For any further enquiries relating to data protection and the use of your information, please contact Mel Way meltheeventingway@hotmail.co.uk