



## **Our Privacy Policy - your rights, your information and how we use it**

South East Scotland Dressage Group (SESDG) is committed to protecting your personal information.

Our Privacy Policy contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given us.

We may need to make changes to our Privacy Policy; so please check our website for updates from time to time. If there are important changes such as changes to where your personal data will be processed; we will contact you to let you know.

This version of our Privacy Policy was last updated May 25 2018.

### **Who we are**

We are South East Scotland Dressage Group (SESDG), an affiliated British Riding Club who promote participation in and provide facilities for the amateur sport of Dressage in South East Scotland.

### [Standard rules and constitution](#)

### **How to contact us**

If you have any questions about our Privacy Policy or the information we collect or use about you, please contact;

Email: [sesdgdressage@gmail.com](mailto:sesdgdressage@gmail.com)

### **Information we collect and use**

Information about you that we collect and use includes:

- Information about who you are e.g. your name, date of birth and contact details
- Information about your contact with us e.g. meetings, emails / letters
- Information you may provide us about other people e.g. membership information provided for friends/family
- Information on children e.g. junior members. In these cases, we will collect and use only the information required to identify the child (such as their name, age, gender)

### **Where we collect your information**

We may collect your personal information directly from you, from a variety of sources, including:

- an application form for membership
- phone conversations with us
- emails or letters you send to us
- registering for one of our events e.g. club shows or clinics
- participating in research surveys to help us understand you better and improve our club

### **What we collect and use your information for**

We take your privacy seriously and we will only ever collect and use information which is personal to you where it is necessary, fair and lawful to do so. We will collect and use your information only where:

- you have given us your permission [consent] by choosing to join to send you information about club updates and events which may be of interest and benefit to you

### **Who we may share your information with**

We may share your information with third parties to facilitate the running of the club.

These third parties include:

- Equikro
- British Riding Club
- Google for Gmail
- Wix.com for newsletters

We will never sell your details to someone else. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

### **How long we keep your information**

We will keep your personal information while you are a member of the club and three subsequent years. You can request it is erased. See 'Right to request erasure' section.

### **Your individual rights**

You have several rights in relation to how we use your information. They are:

#### **Right to be informed**

You have a right to receive clear and easy to understand information on what personal information we have, why and who we share it with – we do this in our Privacy Policy and privacy notices.

#### **Right of access**

You have the right of access to your personal information. If you wish to receive a copy of the personal information we hold on you.

Right to request that your personal information be rectified

If your personal information is inaccurate or incomplete, you can request that it is corrected.

### **Right to request erasure**

You can ask for your information to be deleted or removed if there is not a compelling reason for us to continue to have it. Email [sesdg@gmail.com](mailto:sesdg@gmail.com) to request your information is deleted.

### **How to make a complaint**

We will always strive to collect, use and safeguard your personal information in line with data protection laws. If you do not believe we have handled your information as set out in our Privacy Policy, please email [sesdg@gmail.com](mailto:sesdg@gmail.com) and head your email 'Make a complaint' and we will do our utmost to make things right.

If you are still unhappy, you can complain to our Supervisory Authority. Their contact details are:

[UK – ICO](#)