**Fife Riding Club**

**Data Sharing/Privacy Policy Information**

**The British Horse Society**

And

**Fife Riding Club (FRC)**

November 2022

The British Riding Clubs and FRC share personal data in order to deliver BRC membership benefits, which include the provision of public liability insurance to its members.

British Riding Clubs is part of the British Horse Society and it can be assumed that any information shared with British Riding Clubs will be held by, processed and accessed (when appropriate) by the British Horse Society.

FRC is committed to ensuring that your privacy is protected. This policy shows how we use and protect any personal information you provide.

FRC may change this policy from time to time by updating this document. This policy is effective from November 2022.

FRC often collect the following which may be held on a personal database:

* Name
* Address including postcode
* Mobile phone number
* Email address
* Date of Birth
* Emergency Contact Number

We need this information for a number of legal and administrative reasons, including our internal record keeping, membership administration, training & events, dealing with complaints etc. FRC will not sell, distribute or lease your personal information to third parties.

Information will be held on a strict need to know basis only and where required in an emergency situation. The data we hold will only be processed by committee members in order for them to perform their duties in accordance with one or more of their defined purposes. Personal data will not be processed in any way that is insecure.

The Club will hold this information for the period of membership and no longer than 24 months. Please note that personal data held by BRC is retained for no more than 3 years beyond the period of membership.

If you believe that any information we are holding on you is inaccurate or incomplete, please let us know as soon as possible. We will promptly correct any information found to be incorrect.

This agreement will remain in force irrespective of whether the agreement has been officially reviewed until a notice of termination is served.

You should contact the Club Secretary direct by emailing her at [frc-secretary@outlook.com](mailto:frc-secretary@outlook.com) if you wish to discuss your information.