



Equestrian Centre CIC

# Chariots of Fire Equestrian Centre CIC

## Privacy Policy

Chariots of Fire is committed to protecting your personal information. This statement describes how the company collects and uses personal information. Any personal information collected will be used in accordance with General Data Protection Regulation (GDPR).

### **How does Chariots of Fire collect your personal information?**

Chariots of Fire collects information when you give it to us directly in the following ways:

- When you contact Chariots of Fire to enquire or plan to take part in our equestrian activities by email, telephone or in writing;
- When you complete a 'driver details' form or feedback survey;
- When you contact Chariots of Fire to donate or make any other offer of support or enquiry.

Chariots of Fire does not source personal information from publicly available sources or from third party data vendors.

### **What information does Chariots of Fire collect?**

Personal information is any information that can be used to identify you. For example, it can include your name, date of birth, email address, postal address, telephone number and information relating to your health or personal circumstances.

Data protection law recognises certain categories of personal information are more sensitive. Sensitive personal information includes health information. Chariots of Fire only collects sensitive personal information where there is a clear need to do so, to determine how best to support your participation in our equestrian activities. Before collecting sensitive personal information, we will make it clear what information we are collecting and the reason why.

### **How does Chariots of Fire use your information?**

How we use your personal information depends on why you are providing it. We may process your personal information for our legitimate interest in the ways set out below:

- We use personal information to maintain an accurate record of those who take part in our equestrian activities to ensure appropriate support and equipment is available; to make contact about availability and scheduling changes and to monitor the quality of our activities;
- We may use your information to send communications about our activities and how you can help us, for example information about volunteering and fundraising activities and how you can donate or support in other ways. Occasionally we may include information from partner organisations or other organisations;
- We may anonymise the information you provide to present information to support funding applications and to provide reports on our activities to funders.

Any personal information will only be used for the above purposes. This information will not be passed to third parties, unless you have given us permission. The exception to this is if we consider you or another person is at risk of serious harm as we have a duty to report any concerns to the relevant body.

## **Accessing, updating or removing your personal information**

If you wish to know where your personal information is kept, to amend your information or to have it removed you can:

- Email a request to [enquiries@chariotscic.org.uk](mailto:enquiries@chariotscic.org.uk)
- Telephone 01576 610248
- Write to Chariots of Fire, Boreland, Lockerbie DG11 2LL

All requests will be completed within 30 days. We will not retain your personal information following your request for its removal from our system.

## **Links**

The Chariots of Fire website may include links to other sites not owned or managed by us. We are not responsible for the privacy of information collected by websites not managed by us.

When you post personal information on our online social media pages your information is publicly accessible. Such information can be viewed online and collected by third parties, we are not responsible for the use of information by such third parties.

When you share information to our social media pages, we recommend you avoid sharing any personal information. We are not responsible for the privacy of identifiable information that you post to our social media pages

## **Under 16 years of age?**

If you are aged 16 or under, you must get your parent/guardian's permission before you provide any personal information.

## **Making a complaint**

If you have concerns about our information practices which you consider you have been unable to resolve, you can contact the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

## **Policy created April 2018**