

Edinburgh and District Riding Club Privacy Policy

How we use personal information

We collect and use personal information about our members, supporters and volunteers for different purposes.

Membership applications, administration and renewals

Informing previous members about EDRC events and services

Running training events

Running events and camps

Volunteer and supporter contact details and qualifications (where pertinent, e.g. First Aid at Work)

Membership applications, administration and renewals

We will use the information that you provide to us to process your membership application and renew your application if appropriate. We will email and post you information about events, courses, our services and other items of interest, as part of your membership. You can opt out or unsubscribe from receiving this information if you wish. Our legal basis for using your personal information in this way is for the performance of a contract

Personal information that you supply to us may be used in a number of ways to facilitate your riding club membership. It should be noted that as we are affiliated to the British Horse Society as a British Riding Club, your personal information will be shared with them in order to fulfil your BRC membership benefits and they may share with associates for the purpose of fulfilling your full membership benefits i.e. insurance providers.

We / BRC will automatically contact you about your membership: for example, to ensure you receive your membership benefits, to tell you about news, activities and events. This includes sending you a regular magazine, email updates, information on other membership benefits, and publishing competition times and results in the public domain.

Informing members and previous members about EDRC events and services

Members and previous members (individuals that were a member in the preceding member year but have not yet renewed in the current member year) will remain on the mailing list to be notified of member events, training and other items of interest for a period of 4 months from the start of the new member year. Thereafter, non-members will be removed from the mailing list and the mailing list will consist of current members only.

Running events and camps

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 may use a third party online entry and payment system to process your registration and payment. Your personal details will not be used by this third party provider for any other purposes than the provision of our entry and payment

system. Our legal basis for using your personal information in this way is for the performance of a contract.

If you choose to provide us with your dietary requirements we may share them with third parties that we use to provide catering at our events.

Sharing personal information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

If necessary, we may also share your information with caterers, course providers, referees, and coaches.

How long we keep your personal information

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 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 3 years, in order to facilitate any insurance claim resulting from the activity (event (competition) results will be kept indefinitely).

Changes to this policy

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