NATIONAL PONY SOCIETY AREA 20 PRIVACY STATEMENT

NPS Area 20 which covers Kent, Surrey and Sussex is one of the 18 NPS Areas affiliated to and comes under the umbrella of the National Pony Society. The National Pony Society is a company limited by guarantee, registered in England and Wales under company number 77583 and registered under the Charities Act No 240751. Their registered office is at Beaver House, 23-28 Hythe Bridge Street, Oxford, OX1 2ET and their main trading address is at Arthur Rank Centre, Stoneleigh Park, Warwickshire.

NPS Area 20 is responsible for the collection, processing, storage and safe keeping of any personal and sensitive information you provide to us as part of your membership of the Area or any show entry you make to any of our Area shows or any events that we hold.

Whilst the main Society is registered as the Data Controller, all the information you provide to us at NPS Area 20 will be managed in accordance with the General Data Protection Regulations 2018. This Policy set outs our commitments to you, in compliance with the General Data Protection Regulation (commonly known as the GDPR) and explains how we collect, store and use your personal information.

What is Data Protection?

Data Protection is how organisations make sure that they look after important information they hold on individuals. The General Data Protection Regulations 2018 sets out rules for processing personal information to ensure it is handled properly.

The NPS and its associated Areas understand and are committed to their obligations in relation to the processing of personal and sensitive personal information and acknowledge that all individuals have a right to expect that their privacy is respected and that their information will be processed in line with Law and Regulations. We will comply with the Data Protection Act 2018 along with associated laws, regulations and codes of practice to ensure that your personal information and sensitive personal information is adequately protected.

How we will use your data.

Any email or other correspondence sent to NPS Area 20 will be directed to the most appropriate member of our committee who can assist you or answer your query.

All information that you submit to us when entering a show or event will be securely stored and used only for the purpose of entering that show. In the event that you qualify for a final with any other society your details will be used to pass onto that society only for the purposes of ratifying your qualification with them.

Show results will be published on our website.

The personal information you provide will be used to update your records and will be securely stored in our computer and paper based filing systems. We will not collect information about you that is not needed and we will also ensure that the personal information you provide to us is updated to our systems in a timely and accurate manner. As a member you are required to keep your information with us accurate and up to date. Please do tell us if any of your circumstances or personal information changes such as your name or address, as this will help us to ensure that the data we hold is accurate.

Furthermore, we will review your personal information routinely in order to make necessary changes to any service or information handling processes when you, the law or the Information Commissioner request such changes.

How do we share your information with or without your consent?

We will not normally share your information without consent unless we are required to do so by law. We may share and provide specific, relevant but limited information with Law Enforcement Agencies, Government Agencies (including DEFRA) or Statutory/Public Bodies but only where there is a legal basis to do so. We may also share relevant information with other third parties where we are legally obliged to with or without your consent.

Some examples are:

 The prevention or detection of crime and fraud.

 The apprehension or prosecution of offenders.

 The assessment or collection of tax or duty owed to HM Customs and Excise.

 In connection with legal proceedings.

 In relation to the physical or mental health of an individual, where disclosure is required to protect them or others from serious harm.

How long do we retain your personal information for?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 7 years after your last contact with us

Your Rights

Please contact us first if you have a concern about anything relating to how we process your personal data. We will do everything we can to help you.

You have the right to:

• Ask for a copy of your personal information

• Know how your personal information will be shared with and under what circumstance

• Challenge incorrect personal information and request for it to be amended

• Have inaccurate information rectified, blocked, erased or destroyed

• Complain to the Information Commissioner

• Apply to the Court for compensation for distress and/or damages due to noncompliance of the DPA.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us at the address or website described below.

Requesting a copy of your personal information – Subject Access Request

We will be open and transparent in relation to providing access to your personal information. Normal ‘business as usual’ information will be provided to you as part of our normal contact processes with you in relation to shows, your entries to those show, or other events. Formal requests for personal data or information may be made by making a ‘subject access request’.

You can ask us whether we are keeping personal data about you by writing to our Chairman, Mrs J. Godden, Moor Hall Farm, Moor Hall Drive, Ninfield, Battle, East Sussex, TN33 9JT or via the ‘contact us’ section on our website at www.npsarea20.co.uk

On request, we will provide you with a readable copy of the personal data which we keep about you. We will require:

 A Request in writing

 Proof of your identity

Changes to this privacy notice

We keep our privacy notice under regular review and if you have any query or complaint in connection with the information we hold about you, please contact us by letter or email.