

# SUFFOLK RIDING CLUB

(Affiliated to the British Horse Society)

<http://suffolkridingclub.onesuffolk.net/>

email: [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com)

## Contact Privacy Notice

### When you contact us

When you provide us with your personal information (name, address, email address, phone number) the information will be processed and stored so that it is possible to contact you, respond to your correspondence, provide information and to enable you to access our facilities and services. Your personal information will be not shared or provided to any other third party other than British Riding Clubs or as required for a legal obligation or event for example in the event of an accident or crime.

### Suffolk Riding Clubs Right to Process Information

GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

### Information Security

Suffolk Riding Club takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### Your Rights /Access to Information

You have the right to request access to the information we have on you. You can do this by contacting Jean Timms or Sharon Jones via [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com) or the contact details at the bottom of this policy.

### Information Correction and deletion

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate or if you wish Suffolk Riding Club to delete the information about you, please contact: [suffolkrc@gmail.com](mailto:suffolkrc@gmail.com)

### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

Correspondence address: Sharon Jones, Honeysuckle, Hockey Hill, Wetheringsett,  
Stowmarket, Suffolk, IP14 5PL Tel 01449 766139

Chairperson: Mrs J Timms Tel 01449 710082