



Wiltshire Bridleways Association

PRIVACY POLICY

Data Protection

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data. We have procedures in place to help our committee understand their data protection responsibilities and follow the data protection principles.

We have nominated a committee member to serve as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email Rosie Pack - Supporter Secretary at: rosiepack@yahoo.co.uk

This privacy policy relates to our use of any personal information we process about you.

How we collect personal data

We may collect your personal data in different ways, for example:

When you join as a member, send a report via our web page or enter an event.

How we use personal information

We may collect your personal data in different ways, for example:

Membership applications, administration and renewals

Events

We only collect personal information that we genuinely need.

This may include:

Contact details such as name, address and postcode, email address and phone numbers

Name of your parent or guardian (if you are under 18)

Name and contact details of any next of kin where you are attending an event and riding

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/or post you information about events, our newsletter and other items of interest, as part of your membership. You can opt out or unsubscribe from receiving this information if you wish.

Events

If you register for one of our events, we will use your information provided to us to process your registration and enable you to attend the event. This will include sharing some of your information with our committee and volunteers that run the event. It may also include collecting and sharing medical information with them if you choose to provide that to us.



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.

Dealing with complaints

If a complaint is raised with us, we will process the personal information provided to us to manage and resolve the complaint.

Recording safety incidents and accidents

We record and retain relevant personal information about accidents, incidents and near misses that are reported to us in relation to our events.

Carrying out surveys

If you choose to take part in one of our surveys, we will use the personal information that you provide to process the results of the survey and undertake analysis. We will not share the personal information that you provide in a survey with any other organisations. Survey results will be anonymised before being shared or published.

Managing Public Rights of Way & Access Issues

Our aims are to improve access to new and existing bridleways and other rights of way in Wiltshire and to promote an awareness of the bridleways amongst supporters. Your personal information may be used to assist in responding to queries raised about bridleways and other rights of way.

Our legal basis for processing personal information

We may process personal information because it is necessary for the performance of a contract to which you are a party (or to take steps at your request prior to entering a contract).

For example, we may process your personal data:

To issue or administer a membership

To send a newsletter

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, there is substantial public interest or we are required to do so by law.

We may also share your information with our bank to process a payment.

Where required, we will process personal information to comply with our legal obligations. For the prevention and detection of crime, and to assist the police and other competent authorities with investigations, including criminal and safeguarding investigations.

In extreme situations, we may share your personal details with the emergency services if we believe it is in your 'vital interests' to do so. For example, if someone is hurt or taken ill during one of our events.



Very occasionally, we may share personal data with the relevant authorities, such as the Police. Data sharing will only be carried out where there is a reasonable belief that transferring any data could prevent further criminal activity.

Your rights

If you no longer wish to receive communications about products and services from us, please contact our Supporter Secretary, rosiepack@yahoo.co.uk

You can also unsubscribe at any time from emails that we may send to you about the products and services that we think will be of interest to you.

You also have the right to:

Request a copy of the information we hold about you. Requests should be addressed to membership@westsomersetbridleways.org.uk. We will respond within 30 days of receiving your written request.

Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at rosiepack@yahoo.co.uk

Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at rosiepack@yahoo.co.uk

How long we keep your personal information

We will keep membership records for two years after the membership has expired, or indefinitely where memberships are current, in order to administer our membership scheme.

We will keep records of events for two years, in order to facilitate any insurance claim resulting from the activity.

We will keep complaints records indefinitely, in order to administer and manage ongoing complaints.

We will keep survey records indefinitely, in order to provide statistical data for analysing our activities.

Data Security

We have in place appropriate security measures to prevent your data being accidentally lost, used or accessed in an unauthorised way.

Changes to this policy

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



Cookies on this website

By using this website, you are giving your consent to the use of cookies created by this website.

What are cookies?

Taken from www.allaboutcookies.org

Also known as browser cookies or tracking cookies, cookies are small, often encrypted text files, located in browser directories. Web developers use them to help users navigate their websites efficiently and perform certain functions. Due to their core role of enhancing/enabling usability or site processes, disabling cookies may prevent users from using certain websites.

Cookies are created when a user's browser loads a particular website. The website sends information to the browser, which then creates a text file. Every time the user goes back to the same website, the browser retrieves and sends this file to the website's server. Computer Cookies are created not just by the website the user is browsing, but also by other websites that run ads, widgets, or other elements on the page being loaded. These cookies regulate how the ads appear or how the widgets and other elements function on the page.

What cookies do we use?

We use the following performance and essential-based cookies on our website for analytical purposes.:

Google Analytics	Google Analytics give us statistical information about visits to our website.
__utma	We use this information to make improvements to our website by analysing it.
__utmb	The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. Further information can be found by clicking here
__utmc	
__utmz	
Social network	Our website integrates with Facebook and may integrate with other social media websites in the future. We have no control over what cookies these websites set, so it is advised to look at their individual privacy policies for further information.

Cookie management

Cookies can be enabled or disabled in your web browser. For further details, please visit www.allaboutcookies.org or the help menu in your browser.

Further reading

Some useful information can be found on the following websites:

www.ico.gov.uk

www.international-chamber.co.uk