

Date: Written April 19th 2014 - Jen Pogacic



DATA PROTECTION POLICY STATEMENT

It is the policy of Horsham and Mid Sussex Equestrian Academy to safeguard the personal information of all employees, clients, livery owners, helpers and visitors by all means that are reasonably practicable, in accordance with current legislation and regulations (in particular, the Data Protection Act 1998).

GENERAL ARRANGEMENT

Horsham and Mid Sussex Equestrian Academy (hereafter referred to as HMSEA) will ensure that;

- 1 Only data that is needed for a specific purpose will be collected (ie. height, weight, health information, age, address, contact details, emergency contact details, accident records etc.) to help us manage health and safety whilst at HMSEA. Personal financial data (ie. credit card details) will not be retained.
- 2 Personal data will only be used to inform staff of individual requirements and to help manage the safety of employees, clients, helpers and visitors - it will not be released to third parties.
- 3 All data will be kept safe and secure and will be handled according to data protection legislation.
- 4 Any data collected will not be kept for longer than absolutely necessary.
- 5 Any personal information / data that has been collected will be disposed of securely.
- 6 Information or images will not be published on the HMSEA website or social media pages without prior consent.
- 7 Staff are trained in data protection procedures and safe handling of personal information.
- 8 Clients, employees, helpers and visitors will be able to "opt in" to receive general information, newsletters and special offers.
- 9 Personal information held by HMSEA will be available to view by the subject of the information on request.

Signed:

Name:

Position:

Date: