

THE BRITISH TENTPEGGING ASSOCIATION.

PRIVACY STATEMENT.

ALL DATA IS COLLECTED AND MANAGED IN ACCORDANCE WITH CURRENT DATA PROTECTION LEGISLATION.

This Privacy Statement applies to all personal data collected by **The British Tentpegging Association (BTA)**. By contacting **The British Tentpegging Association** to make an application for **Membership** or to become an **Affiliated Group** you consent to us collecting and using your information in accordance with the practices described in this Privacy Statement. We may update our Privacy Statement from time to time to take account of changing requirements in technology or legislation.

General Statement.

Data protection legislation requires us to advise individuals about the processing of personal information; why this information is being collected; how information will be used and the manner and circumstances in which it will be disclosed.

We respect your right to privacy, and are committed to protecting the privacy of the information obtained from you. Any personal information that you provide to us will be treated with the highest standards of security and confidentiality, and strictly in accordance with current data protection legislation.

COLLECTION OF PERSONAL INFORMATION FOR MEMBERSHIP PURPOSES.

When you apply to become a **Full Member or Day Member** of **The British Tentpegging Association**, we record relevant personal information for the purposes of administration of the **Membership** and **Affiliation** database, for issuing to you when required your **Membership** card and any other relevant information.

The data we record is:

- Your title (Mr, Mrs, Miss, etc.)
- Your first and last names.
- Your postal address including postcode.
- Your contact telephone number and/or your mobile number.
- Your email address.
- Whether you are a junior or adult member.
- Whether you are riding or non-riding member.
- The name of your next of kin, their relationship to you and their contact telephone number and/or mobile number.
- Whether you gave your permission for video(s) or photographs which included your image to be used for publicity on the **British Tentpegging Association** website or on social media or in any other publications.

COLLECTION OF PERSONAL INFORMATION FOR GROUP AFFILIATION PURPOSES.

When a group applies to become **Affiliated** to **The British Tentpegging Association**, we only record relevant personal information of the person who has been nominated as the group contact by the group apply for **Affiliation** to **The British Tentpegging Association** for the purposes of administration of the **Membership** and **Affiliation** database, for issuing to the group an **Affiliation** certificate and any other relevant information.

The data we record is:

- The nominated group contacts title (Mr, Mrs, Miss, etc.)
- The nominated group contacts first and last names.
- The nominated group contacts postal address including postcode.
- The nominated group contacts contact telephone number and/or mobile number.
- The nominated group contacts email address.

COLLECTION OF PERSONAL DATA FOR ANY OTHER PURPOSE NOT SPECIFIED ABOVE.

If you contact us either by letter, email or telephone for any other purpose not already specified above we will collect some or all of the following information to enable us to respond to you:

- Your name.
- Your address if your query is submitted by post and/or you require us to send you any publication,

paperwork or item.

- Your telephone number, to enable us to return your call.
- Your email address, to enable us to reply to you.
- We may need to share or pass on your contact details to another member(s) of the **British Tentpegging Association Committee**, if they are the most appropriate person(s) to deal with your query or problem, and we will advise you if another **British Tentpegging Association Committee** member is likely to respond to you directly.
- We will also not retain any of your personal information if it is no longer required.

How your data will be used.

Your personal information is stored on a computer and also in paper-based format, to enable **The British Tentpegging Association** to contact you with information relevant to your **Membership** or **Affiliation to The British Tentpegging Association**. This will include membership renewal reminders for 2 months after your membership expires for the previous membership year.

With whom do we share your personal information?

Your personal details are used by **The British Tentpegging Association Committee** for the purposes of managing and administering **The British Tentpegging Association** database and for **The British Tentpegging Association Committee** to contact you with any relevant information.

We do not share any of your personal details with any other outside organisation, unless we either notify the Membership in general, by publishing our intent on The British Tentpegging Association website or we contact you personally to obtain your permission to share your information with a third party.

YOUR RIGHTS.

If you no longer wish to receive communications from **The British Tentpegging Association** please contact **The British Tentpegging Association** membership secretary btamembership@btinternet.com

You can also unsubscribe at any time to emails that **The British Tentpegging Association** may send you. You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to btamembership@btinternet.com. 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 btamembership@btinternet.com
- 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 btamembership@btinternet.com

HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

With the exception of accident report forms which for legal reasons we have to keep for 3 years, we will only hold your personal information for 2 months after your **Membership** or **Affiliation to The British Tentpegging Association** expires for the previous membership year.

We will also not retain any of your personal information if it is no longer required.