

# **Privacy Notice**

## **WHITE HORSE KITE FLYERS**

### **Privacy notice**

You have a legal right to be informed about how we use any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Helen Peace

### **The personal data we hold and why**

We hold some personal information about you to make sure we can contact you and insure you as a member, as necessary.

This information may include:

- Your contact details
- Any medical conditions you have
- Details of any behavior issues
- Photographs

We use this data to help us to:

- Contact you when we need to
- Insure you, if necessary

### **Our legal basis for using this data**

Whilst we rely on legitimate interest as our reason for most data processing, we also obtain your consent when you join to become a member.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- Legitimate Interest applies
- Consent has been given

Sometimes, we may also use your personal information where:

- We need to protect your vital interests (or someone else's interest)

Where we have permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## How we store this data

We will keep personal information about you while you are a member. We may also keep it after you have left membership, where we are required to by law.

We have a Data Retention Policy.

## Data sharing

We do not share personal information about you with anyone else without permission from you unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law or our policies, we may share personal information about you.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

### Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.