

Court Meadow Group Riding for the Disabled Association

Charity No 1073675

DATA PROTECTION POLICY

As from 25 May 2018 Court Meadow Group Riding for the Disabled Association will be required to comply with the new General Data Protection Regulation (GDPR).

The Trustees hold the names of all volunteers/riders, their postal address, email address, telephone number(s), date of birth, names and addresses of referees, and date of joining the organisation, as well as information on attendance at First Aid Courses and Training Courses. The Trustees also hold medical information on the riders. This data is held in paper form, as well as on a dedicated Access computer programme which is retained by the Group Secretary on a password protected computer.

Volunteers/riders names, addresses and telephone numbers are available to Trustees and Coaches only.

Volunteers names and telephone numbers are available to all other volunteers in the form of the Telephone Tree.

A list of Volunteer names is provided to the Slush Fund Manager.

The Group will endeavour to keep email addresses private and will never disclose personal information outside the Group. There will be very rare occasions however where we might have to share volunteer information, eg insurance investigations, and we will inform you if at any time we are legally obliged to share your details. Similarly if there is an accident we will provide your details to the emergency services where required.

Volunteers have the right to see all the information recorded about them by the Group.

CONSENT

I consent to the Group holding my personal data for use as detailed above and in the Privacy Policy.

I do not give my consent to the following (please state below):

NAME.....

SIGNATURE

DATE