

Data Protection - GDPR

Hundleby Equestrian Centre 2025/6

1. Purpose of this Policy

Hundleby Equestrian Centre is committed to protecting the personal data of our customers, staff, and visitors. This policy outlines how we collect, store, use, and protect your personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. What Information We Collect

We may collect and process the following personal information:

- Full name and contact details (e.g., address, email, phone number)
- Emergency contact details
- Date of birth (particularly for children's lesson bookings)
- Medical information relevant to riding or being on-site
- Lesson and booking history
- Payment and billing details
- Photos or videos (with consent)

3. Why We Collect Your Data

We collect your personal data to:

- Manage and deliver lessons, clinics, and events
- Ensure rider safety and comply with safeguarding responsibilities
- Communicate important information, changes, or emergencies
- Maintain financial and legal records
- Meet insurance and regulatory obligations
- Promote our services (only with consent, e.g. social media photos)

4. Lawful Basis for Processing

We process your personal data under the following lawful bases:

- **Contract** – for delivering riding lessons and other services
- **Legal obligation** – to comply with health and safety, safeguarding, and licensing requirements
- **Legitimate interests** – for smooth day-to-day operations of the business
- **Consent** – for marketing, photo/video use, or optional information

5. Data Storage & Security

We take the security of your data seriously. Your information is stored securely in physical files (kept in locked cabinets) and/or digital systems protected by passwords, encryption, and access controls.

Only authorised staff have access to your information, and we regularly review our security procedures.

6. Sharing Your Data

We do not share your personal data with third parties unless:

- You have given explicit consent
- It is required to comply with legal or regulatory obligations (e.g. safeguarding, insurance, licensing inspections)
- It is necessary for emergency medical care

We will never sell or rent your data to third parties.

7. How Long We Keep Your Data

We retain personal data only as long as necessary for the purposes it was collected, in line with legal, insurance, and safeguarding requirements. After this period, data is securely deleted or destroyed.

8. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data (where legally permissible)
- Withdraw consent for optional data processing (e.g. marketing)
- Lodge a complaint with the Information Commissioner's Office (ICO)


To exercise any of these rights, please contact us directly at:

 sleinejournalism@gmail.com

9. Contact Us

If you have any questions or concerns, please contact:

Hundleby Equestrian Centre

 Sian Lovatt on 07584 047340 or sleinejournalism@gmail.com