

This Privacy Policy applies to information we (Suffolk Riders) collect about individuals who interact with us. It explains what personal information we collect and how we use it. It may be updated from time to time, and is effective from the date shown above.

If you have any comments or questions about this notice, feel free to contact us at [secretary@suffolkriders.co.uk](mailto:secretary@suffolkriders.co.uk).

### Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about Suffolk Riders and our work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Signing up as an associate or full member	Name and title  Contact information including address, telephone numbers and email address  Emergency contact details  Details of your RoSPA membership and test results	Contract - by paying your membership fees you enter into a contractual relationship with us.
Website functionality	Website activity collected through cookies	We do not use cookies to collect personal data. For more information, see "Cookies & usage tracking" below.

From time to time we may publish images and/or text of group events in which you may be featured. If you wish us to withdraw such images and/or text, please write to us at the address below.

### How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information for:

- Replying to enquiries you send to us
- Handling payments or other transactions that you initiate
- Internal record keeping
- Contacting your family in case of emergency
- Reminding you of your next RoSPA test
- Letting you know of upcoming Suffolk Riders events by email or telephone. We consider this to be an essential part of our operation and as such does not constitute "Direct Marketing"

### When we share your data

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party
- we use a third party for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors
- we are required by law to share your data

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

### How long we keep your data

We take the principles of data minimisation and removal seriously and have policies to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

### Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us at The Suffolk Riders Secretary, Jubilee House, Creting St Peter, Ipswich, IP6 8QS.

Please note that relying on some of these rights, such as the right to delete your data or unsubscribing from emails, will make it impossible for us to continue to deliver some or all services to you, including membership renewal notices. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

### **Cookies & usage tracking**

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, such as remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

We do not use cookies to collect personal data. However, we use some cookies to help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

### **Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.