

SOUTH WESTERN ASSOCIATION OF THE WELSH PONY AND COB SOCIETY

PRIVACY POLICY

This policy explains how information about you is used by the South Western Association of the Welsh Pony and Cob Society (SWA).

1. **The information we gather**

The SWA gathers certain information about members which may include, without limitation, your name, contact details, date of birth and gender. Such information is never passed to other parties for the purpose of marketing or for any other use deemed inappropriate unless required by law or statutory requirements.

2. **Information about third parties**

Information processed as described in this notice may also include information about third parties whose details members supply to the SWA.

3. **Systems used to process data**

Apart from information gathered directly from members, and from the SWA website and other technical systems which may include, for example:

- Computer networks and connections
- Website
- Communications systems
- Email and instant messaging systems
- Intranet and internet facilities
- Telephones, voicemail, mobile phone records
- And other hardware and software owned, used or provided by or on behalf of us.

Some limited personal data may be collected from monitoring devices and systems such as closed circuit TV and door entry systems when this might be appropriate.

4. **Reasons for processing**

Information is processed for the following reasons:

- To fulfil contractual obligations that SWA may have as a result of membership with the SWA
- Compliance with legal, regulatory and corporate governance obligations and good practice
- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Operational reasons, such as providing information to members about the SWA and WPCS and their activities and undertakings
- Ensuring the confidentiality of commercially sensitive information

- Security requirements, investigating complaints and allegations of criminal offences
- Statistical analysis
- Analysing membership preferences and improving our services
- Providing support services as part of SWA membership

5. **Disclosure and exchange of information**

The SWA may disclose and exchange information with our parent society, The Welsh Pony and Cob Society, as well as with law enforcement agencies and regulatory bodies for the above reasons. Measures are in place to ensure that there is appropriate security for information the SWA holds.

6. **Sensitive personal data**

Members may also supply the SWA with sensitive personal data relating to their physical or mental health, or criminal record, which would only be gathered if requested to do so by relevant authorities. The SWA will usually only collect and record sensitive personal data with members' prior consent. However, occasionally it may do so without consent where required or permitted to do so by applicable law.

7. **Information from entry forms**

Information from show entry forms will be stored securely and the name and address and details of entries will be published in the show catalogue (if applicable). Information will be passed to our printers solely for the purpose of formulating the catalogue. Results information including photographs may be published (in printed form and online) both to the press, other societies, showing organisations and in the Association's or Welsh Pony and Cob Society's publications. Information may be supplied to DEFRA, trading standards and veterinary advisors if requested by them. The making of an entry is irrevocable consent for the storage and disclosure of information in this way and such information will be destroyed or deleted (if held electronically) after 3 years.

8. **Consent**

Members have the right to withdraw consent for holding their personal data at any time. In order to do so you should contact the Secretary or relevant Show Secretary by email or letter. Under Data Protection legislation members have a right to request access to information held about them and should contact the Secretary by post or email. You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.