March 2018

**Gorley Vale Riding Club (GVRC)**

**Privacy Notice**

GVRC is committed to protecting personal information. This privacy policy relates to our use of any personal information we collect from you when you join the club.

**The information we collect:**

Basic personal details such as name, address, email address, telephone number

**How we use information:**

We may use your information to tell you about our forthcoming events and GVRC updates that are likely to be of interest to you e.g. we use your email to send you the GVRC newsletter. This is called ‘legitimate interest’. We will never share your information with third parties without your consent.

**Security:**

We put in place reasonable security measures to protect against any unauthorised access, disclosure or loss of your information.

**Your rights:**

Please let us know if your information changes as it is important that the information we hold is accurate. Circulating information to you is a part of promoting GVRC events however **you can ask us to** **stop sending you this information and remove your details from our files at any time**.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this simply contact us at the address below, we will take reasonable steps to confirm your identity (e.g. a telephone call) before providing you with details of any information we hold about you.

**Changes to this privacy policy:**

We may amend this policy from time to time; for example to comply with legal requirements.

**How to contact us:**

For any questions or concerns relating to this privacy policy please contact the membership secretary by email sarahlmadgwick@gmail.com

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