

Data Privacy Notice



On the 25 May 2018 the data protection law changed when the new General Data Protection Regulations (GDPR) came into force. These regulations set out the rights of you as an individual, along with the obligations placed on an organisation who hold your personal information.

The Diamond Centre for Disabled Riders, as Data Controller, will be responsible for collecting and processing personal data in relation to the centre.

Protecting your data is really important to us. This privacy notice explains how we use any personal information we collect about you when you use our services. Our Data Protection and GDPR Policy provides much more on what we collect and how we use it and store it.

What information do we collect?

We will collect data about riders, parent/carers, volunteers and supporters to help us deliver an effective service.

We also collect information when you voluntarily complete rider / volunteer surveys or provide feedback and participate in courses and events. Reports compiled from information collected will be anonymous.

From time to time, we will ask you to update your information to ensure the information we hold is accurate. Please advise us if any of your information changes so that we can update our records.

How will we use the information about you?

We will use the information about you to administer the activities and programmes that support the Diamond's objectives. We will work closely with any third party to ensure that your data is also protected by them. We will not disclose any information unless there is a legal basis to do this.

Photographs

We may use photographs taken at events for reports, publicity and social media purposes. You will be informed if we are taking photographs for this purpose, and you will be able to request that your photograph is not used.

How do we store your information

We store your information securely in the cloud and on our computer system. Access to Diamond computers is restricted and requires a password. Paper is stored in locked cupboards.

We restrict the sharing of information to staff, trustees and coaches on a need-to-know basis.

Marketing and communication

We would like to send you newsletters and other information about Diamond activities, and how you can support us. You can opt in to receive specific information by completing a 'Contact List Consent Form' which is part of the induction pack, available in the office or available at public events.

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Access to your information and correction

You have the right to request a copy of the information we hold about you. You may ask us to correct or remove information which is inaccurate. In the event of a disagreement, you can ask for a note to be added to your information explaining your point of view.

Retention of information

We have a retention schedule and use this to define how long we hold information on you after you are no longer involved in Diamond. This is usually for 3 years or for 3 years after a child/young person becomes 18. In some situations, we will hold information for a longer period for insurance purposes.

You can ask us to remove your information at any time unless we have a legal requirement to keep it.

How to contact us

If you have any questions about our Data Privacy Notice or information we hold about you, please contact us at:

The Diamond Centre for Disabled Riders
Woodmansterne Road,
Carshalton
SM5 4DT