**Northern Counties Pony Association Privacy Policy**

At NCPA, we’re committed to protecting and respecting your privacy. We are registered with the Information Commissioners Organisation (ICO 00010171558 )

This Policy explains when and why we collect personal information about people who are members, other parties who may visit our website, officials, judges and stewards, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you’re happy with any changes. By using our website, you’re agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to gensec@ncpa.co.uk or by post to the NCPA Office, 11 Mawdsley Close, Formby, Liverpool. L37 8DJ

**What does our organisation do?**

Northern Counties Pony Association is a registered charity (Registered Charity No 264796) consisting of a Main Branch and nine area branches. Each area may elect up to three representatives to sit on the committee of the parent body, the General Council, which, in turn, is accountable to the Charities Commission. Each branch is responsible for electing their own committee, the officers of which must be members of the NCPA. Each branch is responsible for their own finances, calendar of events and functions, providing opportunities for showing and training throughout the North of England.

**What information do we hold?**

**Members**: Title, name, address telephone number, email address. A family membership also includes the names of the children in that family who are likely to be taking part in showing or training activities. However, children under 18 may only be included in a family membership. (Please see our Child Protection Policy.)

**Officials**: title, name, address, telephone number, email address of officials on the General Council and branch committees.

**Judges**: NCPA holds the above information on a data base of judges who have been accepted onto our judging panel, it is a condition for inclusion to our panel that judges give permission for their data to be held and published in the handbook and on the website.

**Stewards:** NCPA may hold the contact details of volunteers who assist at our shows.

**Other contact information** is held for administration purposes including showing/breeding societies, contact details of competitors who have won annual trophies at our shows, Entrymaster, Showing World. Rosettes Direct and Printers.

**How do we collect information from you?**

We collect information when you fill in a membership application form by post or online. Information will also be collected by Entrymaster when you make online entries for shows, training or other NCPA activities. (Entrymaster are responsible for ensuring that they are compliant with General Data Protection Regulations.)

**How is your information used?**

We may use your information to:

* process your membership application
* keep you informed of NCPA activities
* process your entries into a show, training or other NCPA social activities
* seek your views on the service we provide
* notify you of changes to our activities
* send you communications which you have requested and that may be of interest
* publish results and inform other, necessary, affiliated societies.
* publish in equestrian magazine articles, the photographs, names of animals, owners, riders, handlers, who have entered our shows.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity or to facilitate ease of administration.

**Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Information is stored at Main Branch, electronically or paper filing, and will be shared with the area you have opted to be a member of, by email or paper correspondence. The committee of the area branches will have access to your information for the provision, communication and processing of shows, training and other events. Area branches are made aware of the importance of storing personal information securely and not sharing said information with third parties without your express permission.

**With your permission** we will share your membership details with the Showing World magazine so that you may receive free copies of the said magazine. (Showing world are responsible for ensuring that they are compliant with General Data Protection Regulations.)

We will share your information if required to do so by law for example, by a court order or for the purposes of prevention of fraud or other crime.

**How we strive to keep your information secure.**

Our virus protection software is automatically updated regularly.

Our Main Branch Office is sited in an upstairs room of our secretary’s house with limited access to persons other than NCPA Council Officials.

Area branches are advised to store paper information as securely as is practical and to ensure that electronic devices have adequate anti-virus protection.

We do not accept payment for membership or show entries via credit/debit card. Payment is accepted with cash ,cheque, bacs transfer or via Paypal. ( Paypal are responsible for their compliance with GDPR).

**How you can access and update your information**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: gensec@ncpa.co.uk

You have the right to request access to your information at any time using the above contact information.

**Removing information.**

You have the right to request the removal of your personal information from our records at any time.

If we have had no communication from you within 3 years (e.g renewal of membership, show entries) your personal information will be removed from our records as securely as possible.

**How to report breaches of data protection.**

Any suspected breaches of data protection should be reported in the first instance to the designated Council Official who oversees Data Protection (Vice Chairman Margaret Hall) via the contact details listed below. Such suspected breaches will then be investigated by the NCPA Council.

Northern Counties Pony Association Contact Details:

Telephone: 01704 834482

Email: gensec@thencpa.co.uk

By post to:

NCPA Office,

11, Mawdsley Close Formby,

Liverpool

L37 8DJ

(This policy was updated in May 2018)