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**Data Protection**

**Privacy Policy**

**Version 1.0 (12th August 2018)**

**Leyland Court Equestrian Centre**

Privacy notice

Leyland Court Equestrian Centre Ltd (Leyland Court) is committed to preserving the privacy of all our riders, visitors, livery clients and employees and to protecting any personal information that you may provide to us. We believe it is important for you to know how we treat the information we receive and how we carry out data processing practices. Please read the following Privacy Policy to understand how we use and protect the information that you provide to us or how we may use and protect it in the future.Share this page

By using our Website, registering for any services and providing any information to us, you consent to the collection, use and transfer of your information as described under the terms of this policy.

About Leyland Court Equestrian Centre Limited

Leyland Court Equestrian Centre (“Leyland Court”, “we”, “our” or “us”) is a partnership registered with the Information Commissioners Officer (ICO) whose office is: Trench Lane, Winterbourne, Bristol, BS36 1RY.

How we use your information

We collect and use personal information about our livery clients, riders, job applicants, employees and volunteers for different purposes.

This privacy notice tells you what to expect when Leyland Court collects personal information. It applies to information we collect about:

* Visitors to our website;
* Livery Clients, Riders and Visitors to our equestrian centre;
* People who are booking events at our centre
* People who make general enquires to us
* Prospective and existing employees

Except with your permission, or as provided in this Policy, Leyland Court will not sell or rent personal information about you to any unaffiliated third parties.

We only collect personal information that we genuinely need, this may include:

* Contact details such as name, address, email address and phone numbers
* Date of birth and gender
* Qualifications
* Name of parent/guardian (if you are under 16)
* Name and contact details of next of kin
* Nationality
* In respect of employees or prospective employees we may also collect:
	+ Your bank details, tax and residency status
	+ References from previous employers or educational institutions
	+ Contact details for your family members and next of kin
	+ Information concerning your health and medical conditions
	+ Information about your race, ethnicity and sexual orientation
	+ Details of criminal convictions

Visitors to our website

***Use of cookies by Leyland Court***

We use cookies and log files on our website to store information about how you use our website. A cookie is a piece of data stored on the user’s computer tied to information about the user.

This information is not linked to personal profiles or to personally identifiable information provided by users. We use it to administer the website and to gather broad demographic information of our website users. Our legal basis for using your information in this way is for our legitimate interest.

***Other Websites***

Our site may contain links to other websites which are outside our control and are not covered by this Policy. If you access other websites using the links provided, the operators of these websites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours. We do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Livery Clients, Riders and Visitors to our centre

***CCTV***

Leyland Court directly manage all CCTV cameras across the site.

The purpose of the CCTV system is to promote safety, prevent and detect crime or disorder and to protect the rights and freedoms of others in accordance with articles 2, 3, 6 and 8 of the European Convention on Human Rights as provided by the Human Rights Act 1988.

Additionally, specifically at Leyland Court the images are used to:

* Identify where a person or persons may not have obliged by the Leyland Court Terms and Conditions
* To assist in the prevention or detection of crime or equivalent malpractice
* To monitor the security of the premises

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. The Leyland Court system collects images of people and vehicles.

All Footage is stored on a video recorder where it remains unless there is a need to retain it for evidentiary purposes, at which point it is transferred to a secure store.

***Users 16 and Under***

If you are aged 16 or under, please get a parent or guardian’s permission before you provide any personal information to us. Users without this consent are not allowed to provide us with personal information.

People who are booking events at our centre

***People making bookings to hire the facilities***

We use a third-party (Stripe) for bookings to hire our facilities. The Privacy Policy for Stripe can be found here [www.stripe.com](http://www.stripe.com)

***People making bookings to events***

We use a third-party (MyShowSecretary) for bookings to events. The Privacy Policy for MyShowSecretary can be found on their website.

People who make general enquiries

***E-Enquiries***

Enquires are received into Leyland Court via two mechanisms – web form from the Waiting List Page on our Website, or via email. During the enquiry process the following data may be captured:

* First name
* Surname
* Email address
* Phone
* Horse/Pony Name
* Message content

Data is only available to Leyland Court employees, Leyland Court uses this information to follow up on the enquiry.

***Telephone Enquiries***

Where a telephone enquiry is made Leyland Court do not request any standard information from the caller, unless there is a need to process the enquiry. The caller may provide what information they feel is relevant to the enquiry, which could include:

* Firstname
* Surname
* Address
* Email address
* Other personal information that the caller may volunteer

Job applicants and our current and former employees

Where individuals have expressed an interest in working for us the following data is captured:

* Salutation, First name and Surname
* Email address
* Phone numbers
* Address
* Other CV Content

Details received are only accessible by Leyland Court employees.

Current and Former Employees

***Referencing***

References will be collected for successful job applicants

Prior to starting employment at Leyland Court the following data may be captured:

* Salutation, First name and Surname
* Aliases / Previous Surname
* Phone numbers
* Address
* Date of Birth
* National Insurance Number
* Gender
* Marital Status
* Bank Account Details
* Next of Kin Details

 ***General Employment Record***

Upon successful completion of a new employee’s referencing the following information will be retained on the Leyland Court Systems:

* Salutation, First name and Surname
* Aliases / Previous Surname
* Phone numbers
* Address
* Date of Birth
* National Insurance Number
* Gender
* Marital Status
* Bank Account Details
* Job Role
* GP details
* Equal Opportunities Record
* Next of Kin Details

During the course of employment, the following information may also be captured and stored in the “Hub” (if relevant):

* Salary, allowances and Payroll
* Working patterns
* Absences
* Benefits
* Formal grievances or hearings
* Learning & Development records / Study leave
* Maternity / Paternity / Adoption leave
* Employment / Performance reviews
* Occupational Health
* Payslips
* Photograph of the employee

Employees who are part of a Company Pension Scheme

The Leyland Court Pension Scheme is managed by a third-party provider, NEST. Employees are automatically enrolled in the scheme upon commencement of employment. Leyland Court will pass the following information to NEST for processing of the pension:

* Salutation, First name and Surname
* Phone numbers
* Address
* Date of Birth
* Salary details
* National Insurance Number

Our legal basis for processing personal information

Our legal basis for the purposes that we process personal information is for the performance of a contract, or for our legitimate interests or consent.

We may process personal information because it is necessary for the performance of a contract to which you are a party (or to take steps at your request prior to entering a contract). For example, we may process your personal data:

* To manage the contract and relationship of our livery clients
* To administer and manage event bookings
* To ensure the safety and security of the premises

We may collect and use your personal data if it is necessary for our legitimate interest and so long as its use is fair, balanced and does not unduly impact your rights.

We will ask for your consent to send you any marketing emails and text messages. You can withdraw consent for this at any time.

Usually we will only process sensitive personal data if we have your explicit consent. In extreme situations, we may share your personal details with the emergency services if we believe it is in your ‘vital interests’ to do so. For example, if someone is taken ill during one of our events.

Sharing personal information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

We may share your personal information with third party organisations who will process it on our behalf, for example a mailing house, our website administrator or printers.

If necessary, we may also share your information with caterers, course providers, referees, and instructors.

We may also share your information with our bank to process a payment; our professional advisers (such as our legal advisers) where it is necessary to obtain their advice.

We process employee personal information to fulfil our contracts with our employees and meet our legal obligations as an employer.

Where required, we will process personal information to comply with our legal obligations. In this respect we may use your personal data to comply with subject access requests; tax legislation; for the prevention and detection of crime; and to assist the police and other competent authorities with investigations including criminal and safeguarding investigations.

Transferring personal data outside of the EEA

Leyland Court do not transfer personal data outside of the EEA

Your rights

If you no longer wish to receive communications about products and services from us, please contact info@leylandcourt.co.uk. You can also unsubscribe at any time to emails that we may send to you about the products and services that we think will be of interest to you.

You also have the right to:

* Request a copy of the information we hold about you.
* Tell us to change or correct your personal information if it is incomplete or inaccurate.
* Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information.
* Receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, so that you can send it to another organisation.
* Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you.

All requests should be made to info@leylandcourt.co.uk. We will respond within 30 days of receiving your request.

Please note that we may be entitled to refuse requests where exceptions apply: for example, if we have reason to believe that the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

How long we keep your personal information

We will hold your personal information for as long as is necessary. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance, employment or audit purposes.

* We will keep livery client records for 5 years, in order to manage the relationship and fulfil our contract
* We will keep records of events for 5 years, in order to facilitate any insurance claim resulting from the activity.
* We will keep records of people who have hired our facilities for 5 years, in order to facilitate any insurance claim resulting from the hire.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit our webpage periodically to keep up-to-date with the changes in our Privacy Policy.

Making a complaint to the Information Commissioner’s Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner’s Office whose helpline number is: **0303 123 1113.**

Contact Us

If you have any comments, queries or requests relating to our use of your personal information or any questions about this Policy, please contact us at info@leylandcourt.co.uk. We welcome your questions and any suggestions you may have about our Privacy Policy.