

# PRIVACY NOTICE

## Centre of England Group



### What information do we collect about you?

We collect information about you when you complete relevant forms for us, including the rider/driver application form and the volunteer application form.

### How will we use the information about you?

We will use the information about you to administer the RDA group ride schedules. We may pass the information about you to Riding for the Disabled Association incorporating Carriage Driving, the national body. Limited, anonymised information may be passed to RDA for analysis in the Tracker. We will not disclose any information about you to any company other than noted above, or if required to do so by law.

### Marketing

We would like to send you newsletters and other information about how you can support the RDA group. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Retention of data

Once you are no longer involved with the RDA group, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18.

### How to contact us

If you have any questions about our privacy policy or information we hold about you, please contact:

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If you are happy for us to hold this information about you (which we will never share with anyone) then please sign this slip and return to Bridget Osmond. In the event that you are not prepared to sign then please contact Bridget Osmond. It is very important that we hear back from you either way.

I agree to the Centre of England RDA Group holding the information about me that I provided when completing the Volunteer Application Form and to the continued use of my contact details to inform me of riding schedules and events.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_