The Downs Shetland Pony Group

PRIVACY NOTICE FOR OUR MEMBERS & SHOW EXHIBITORS  
We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice explains how we comply with the law on data protection and what your rights are. For the purposes of data protection, we will be the controller of any of your personal information. We may also be the processor.  
This notice applies to you if you are either:  
1. a member of TDSPG;  
2. a former member of TDSPG.

3. an exhibitor at a TDSPG Show.  
References to we, our or us in this privacy notice are to The Downs Shetland Pony Group (TDSPG), members club with address: Broadlands Farm, Rickney Road, Hankham, East Sussex. BN24 5BH.  
We have not appointed a Data Protection Officer to oversee our compliance with data protection laws because we are not required to do so. Contact details are set out in the "Contacting us" section at the end of this privacy notice.  
1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU  
When you sign up for membership with us or enter a show, you will be asked to provide us with, or we may (at that time or after you have joined/entered) obtain, personal information about you, such as information regarding your:  
o personal contact details that allows us to contact you directly such as name, title, postal and email addresses and telephone numbers;  
1. membership details including start and end date;  
2. records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;  
3. any disciplinary and grievance information;  
4. any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;  
5. use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;  
6. records of your attendance at any events or training events approved by us;  
7. images in video and/or photographic form and voice recordings; and  
8. your marketing preferences so that we know whether and how we should contact you.

Participants  
If you are a TDSPG member or exhibitor competing at events approved by us, you may also be asked to provide us with, or we may obtain, the following additional personal information from you:  
o details of next of kin, family members, and emergency contacts;  
o details of any ponies involved;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION  
We may also collect, store and use some or all of the following “special categories” of more sensitive personal information regarding you:  
In relation to any special category personal data that we do process we only do so on the basis that  
o the processing is necessary for reasons of substantial public interest, on a lawful basis; or  
o the processing is necessary for the establishment, exercise or defence of legal claims; or  
o the processing is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or you have given your explicit consent.  
In the table below, we refer to these as the “special category reasons for processing of your personal data”.  
We may also collect criminal records information from you or about you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION  
We typically collect personal information about our members (from the member and occasionally from third parties) when you join us, when you enter an event approved by us, when you purchase any services or products we offer online, when you make a query and/or complaint, when a complaint is made about you or when you correspond with us by phone, e-mail or in some other way including completing on surveys.  
If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section below.  
4. USES MADE OF THE INFORMATION  
We will process your personal information if we:  
• Have asked you and have your express consent to do so; or  
• Have a legitimate interest to do so in order to support the work we do; or  
• Have a contract with you that we can only fulfil by using your personal information; or  
• Have a legal obligation to use or disclose information about you.  
• Have a basis under vital interests in relation to safeguarding of children and adults at risk.  
The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.  
Purpose Personal information used Lawful basis  
All Members and Exhibitors

To administer your membership and exhibitor rights with us and manage our relationship with you, including, dealing with payments, dealing with support, service or event enquiries made by you and entering you for Show classes.  
All contact and membership/exhibitor details, transaction and payment information, records of your interactions with us, and marketing preferences. This is necessary to enable us to properly manage and administer your membership/entries into show classes contract with us.  
To arrange and manage any contracts or arrangements for the provision of Shows and social events. All contact, membership and show entry details. Transaction and payment information. This is necessary to enable us properly to administer and perform any contract or arrangements for the provision of Shows and social events.  
To send you information which is included within your membership package, including our newsletter, shows and social events. All contact and membership/exhibitor details.  
This is necessary to enable us to properly manage and administer your membership/show entries contract with us. To send you other marketing information we think you might find useful or which you have requested from us, including information about Membership, events, participation products and information about our commercial partners. All contact and membership/exhibitor details and marketing preferences where you have given us your explicit consent to do so. To answer your queries or complaints Contact details and records of your interactions with us. We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership or show entries.  
Retention of records

All the personal information we collect we have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership/show entries and in some cases, we may have legal or regulatory obligations to retain records. We only process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. For criminal records history we only process it on the basis of legal obligations  
or based on your explicit consent.