The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA Privacy Notice

What information does Newbury RDA (NRDA) collect about you?
NRDA collects 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?
NRDA will use the information about you to administer the RDA group ride schedules and the services we offer at NRDA. NRDA 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. NRDA will not disclose any information about you to any company other than noted above, or if required to do so by law.

Emergency Contact information
We use your emergency contact details to contact your next of kin in case of any accident/injury or illness that may occur on our premises or whilst out riding. We ask for the nature of any disability/medical conditions you may have so that we can offer you the appropriate level of support and assistance.

Access to your information and correction
You have the right to request a copy of the information that NRDA holds about you.
NRDA wants to make sure that your personal information is accurate and up to date. You may ask NRDA to correct or remove information you think is inaccurate.

Retention of data
Once you are no longer involved with our RDA group, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18. NRDA holds this data in accordance with GDPR (see separate policy).

Marketing
NRDA may like to send you newsletters and other information about how you can support our 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.

NRDA will only share images of participants or volunteers if they, or their carer/parent where applicable, have signed the Photo Consent Form. Sharing an image on social media, our website, or with a third-party organisation will only be directly related to the positive promotion of NRDA.

Specific verbal approval should ideally also be sought at the time that the image is taken in order to give participants a choice as to whether they are included in that image – however in all cases written general approval must be in place, ideally through the Photo Consent Form, but a written note or email will suffice, In all cases, the image must only be accompanied by the participant's first name unless otherwise approved in writing.

In all cases, the information on the website may only include the person's first name unless otherwise approved in writing (email will suffice) by either the participant (where they are an adult and have capability) or appropriate parent/guardian/carer.

Communication
Any direct communication with participants will always be copied to a responsible adult ie the participant's parent or carer or as a minimum to another adult within NRDA.

How to contact us
If you have any questions about our privacy policy or information we hold about you, please contact us at: admin@newburyrda.co.uk.