<u>The Point Pony Trekking & Horse Riding Centre – GDPR - Privacy Policy</u>

We value your privacy and appreciate you trust us to protect that information. This Privacy Policy explains what information we collect from you, why we collect it and how we protect it. It also summarizes your rights and how you can exercise those rights, including by contacting The Point Pony Trekking & Horse Riding Centre.

Who we are

Throughout this document "we", "us", "our" and "ours" refer to The Point Pony Trekking & Horse Riding Centre in Ballyconneely, Co. Galway, Ireland.

The information we collect about you

- Data you provide on our paper Registration & Waiver form for the use of our facility.
- Information you provide by contacting us by email (e.g. to make a booking or an enquiry, to share your experience with us...)
- Medical notes where an allergy or condition may require specific precaution to ensure an individual client's safety.

Why do we collect this information?

- Data we collect about you is to facilitate the day to day running of our riding centre.
- Parent/guardian details are also required for child safety purposes.

Who do we share your information with?

- Third parties with whom we need to share your information to facilitate certain services (e.g. emergency services, public liability insurance, child protection services...)
- We may also share the information as required or permitted by law, such as when we believe such a disclosure is appropriate to cooperate with an investigation of activities claimed to be unlawful, or to protect our rights or property or those of others.
- Access to your information at our premises is limited to staff who have a need to use the information and are obligated to protect that information and keep it confidential.
- Service providers who provide us with support services (e.g. website hosting)
 Our website is hosted by a third party <u>www.vistaprint.ie</u> who is liable for its own GDPR (General Data Protection Regulation) policy.

How long do we hold your data?

• How long we hold your data for is subject to legislation and regulatory rules we must follow. At this moment in time your information is held for five years from the day you agreed or explicitly gave consent for using your data in order to use our services.

Your rights to access your information and your right to object

From 25 May 2018, you will have several enhanced rights in relation to how we use your information, including the right, without undue delay, to:

- access your personal information and find out if we use your information
- request a copy of the information that is being processed by us
- have inaccurate/incomplete information corrected and updated
- have your personal information deleted or to restrict the ways in which we use your information but in either case only under specific circumstances described by law.
- withdraw from any specific consents you gave us
- you have a right to lodge a complaint with your local data protection authority

How to exercise these rights

If you wish to exercise any of your data rights, you can contact us at The Point Pony Trekking & Horse Riding Centre, Ballyconneely, Co. Galway or make contact through info@thepointponytrekkingcentre.com