

 **PRIVACY NOTICE**

**What information do we collect about you?**

We collect information about you when you complete relevant forms for us, including rider registration forms, application forms or leader parental consent forms.

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

We will use the information about you to communicate with you regarding any activity you have with Baylands. Details provided will also be used to ensure Baylands meets insurance requirements, abides by animal welfare standards and health and safety e.g. production of ride schedules and lesson plans. We may pass the information about you to affiliated governing bodies, insurers, education or funding providers. 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. 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 Baylands, 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 us at:

Bayland Equestrian Centre

Stockwood Park

Luton

LU1 4BH

01582 720766