



INGS FARM STABLES

EU General Data Protection Regulation (GDPR) Notice

The EU General Data protection Regulation (GDPR) came into force across the European Union (EU) on 25th May 2018 and brings with it significant changes to data protection law. The new regulation aims to standardise data protection laws and processing across the EU.

Ings Farm Stables is the Data Controller for your personal data, which means that we decide what information we need to keep about you, why and how we process that data.

1. What personal information do we keep and process?

Before bringing your horse to **Ings Farm Stables**, we ask you to complete a Horse and Owner Information Pack which asks for personal data. This should be updated and maintained for the duration of your contract with us. This data can only be viewed by relevant members of staff, except for your name, telephone number and some information about your horse, which will be displayed on your tack locker.

2. What do we use your personal data for?

Personal data is used to help us best care for you and your horse. It will enable us (and other clients, in an emergency) to contact you and relevant professionals in relation to the care of the horse. It will also allow us to contact a next of kin on your behalf if necessary.

3. How is your personal data stored?

Your personal data is stored in the following ways: password protected PC, password protected phone or mobile device, locked cabinet, accident records and Health Safety Records. We will not share your personal data with any other third party without your permission.

4. What is the legal basis for processing your data?

Your personal data is processed based on your contract with us for the stabling of your horse and our responsibility over the care of your horse. It is deemed necessary to allow us to contact you or take the relevant action in the event of an emergency.

5. How long do we keep your personal data for?

We keep your personal data for the duration of your contract with us.

6. What are your rights with regards to your personal data?

- To know what personal data we keep about you
- Request a copy of the personal data we hold about you
- Request that we correct any personal data which is found to be inaccurate or out of date
- Request that we erase any personal data where it is no longer necessary for us to hold that data
- Withdraw your consent for processing to which you have previously given your consent.

CCTV

CCTV recording and monitoring equipment is installed at Ings Farm Stables for the use of:

- Crime prevention and prosecution
- In the interests of Health and Safety
- In the interests of horse welfare



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The equipment is kept securely, password protected and can only be accessed by the Yard Owner and Yard Manager. Recordings will be saved and shared with the relevant bodies for the purposes mentioned above. Any other recordings are automatically deleted after 14 days.

You may request to see recordings of you and where possible this will be provided within a month of the request.

By signing this form, you are confirming that you have read this Data protection Notice and that you are consenting to **Ings Farm Stables** holding and processing your personal data for the purposes listed above.

Ings Farm Stables is registered with the Information Commissioner's Office (IOC).

Name Date

Signed: