

GROUP PRIVACY NOTICE

Elisabeth Curtis Centre



What information do we collect about you?

We collect information about you when you complete relevant forms for us, including the rider/driver application form and the volunteer application form.

CCTV is in operation to support safeguarding and security on site. Cameras are located around the building including externally to the building with a focus on safeguarding and security of assets.

How will we use the information about you?

We will use the information about you to administer the RDA group ride schedules. We 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. We will not disclose any information about you to any company other than noted above, or if required to do so by law.

CCTV is not actively monitored and is to be viewed by an authorised person of the management committee upon the advising of an incident occurring on site.

Marketing

We would like to send you newsletters and other information about how you can support the 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.

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 the RDA group, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18.

General CCTV footage is maintained for 31 days, unless a copy or section is made for the purpose of an investigation for which the retention period will then fall under the relevant timescale.

How to contact us

If you have any questions about our privacy policy or information we hold about you, please contact us at:

Victoria Liston, Data Protection Officer of Elisabeth Curtis Centre

victoria.liston@elisabethcurtiscentre.co.uk or 01234 824469 or Elisabeth Curtis centre, Chestnut Avenue, Bromham, Bedford, MK43 8HP.

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