



Freelance Riding Instructor

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Privacy Policy

I will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulation (GDPR). I will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access. For the purpose of GDPR, I am the Data Controller for the information I hold about you.

How client data will be used:

The client's name and contact details are needed to contact them to arrange training sessions.

Information about their riding experience and aims & aspirations is needed to tailor training to the needs of them and their horse.

Information about relevant medical conditions / physical limitations is needed to ensure that lesson content and teaching methods are appropriate for the client.

In the event of an accident, relevant details will be passed on to the emergency services and recorded in an accident form, and the client's emergency contact name and number will be used if necessary.

The client's name and contact details, and those of their emergency contact, will be stored on my mobile phone, to enable quick access to them in case of an accident during a training session.

The information listed above will only be used for the purposes stated above.

- I will never sell clients' data.
- I will never pass their data on to a third party, except with their express permission, which will be obtained by text or email.
- I will keep clients' details safe and secure. Paper copies will be kept in secure storage at my business address (1, Smithyfield, Edenbridge, Kent TN8 6DG). Contact names and numbers stored on my mobile phone will be protected by locking the keypad, except when I am taking part in activities which may require access to my own emergency numbers (e.g. when I am hacking out alone); the keypad will be unlocked only for the duration of those activities.

Clients can request for their details to be destroyed at any time, and for their contact details to be removed from my mobile phone. To do this, clients must email me, and I will remove their data as soon as possible.

May 2018