**Introduction**

GDPR gives people an increased right to be informed about how their personal information is used. The purpose of this document is to describe, the business reasons for which Torfaen Riding Club processes personal information

* The GDPR conditions which Torfaen Riding Club bases its processing of personal information processing upon
* The personal information Torfaen Riding Club processes e.g. name, address, and age.
* Whether the personal information Torfaen Riding Club processes constitutes a 'special category of personal data' (i.e. is considered to be sensitive personal data
* Who provides the personal information to Torfaen Riding Club e.g. member, coach, parent
* Who the personal information is about e.g. member, coach,
* Where from or how the personal information is collected e.g. public domain, in an online form on the website, paper membership form
* Where the personal information is stored e.g. on a paper form at the HO, in Outlook
* How long Torfaen Riding Club retains the personal information e.g. 2 years, indefinitely
* Torfaen Riding Club's reason for keeping the personal information e.g. to prove membership, to prove qualification, safeguarding issues, Recipients that Torfaen Riding Club might share the personal information with e.g. Equestrian organisations, HMRC, external suppliers or contactors Third party organisations that Torfaen Riding Club uses to process personal information on its behalf e.g. mailing house, confidential waste disposal firm

**Processing**’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction

**Personal information'** is any information relating to an identifiable person. An identifiable person is someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person

**Special categories** of personal information include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person’s sex life or sexual orientation

For processing to be lawful under the GDPR, you need to identify a lawful basis before you can process personal data. These are often referred to as the “conditions for processing”. You must be able to satisfy at least one of these conditions. GDPR conditions for processing personal information are

**For processing personal data**

Consent of the data subject-Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, for compliance with a legal obligation, to protect the vital interests of a data subject or another person, for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

**Processing special categories of personal data**

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation is prohibited unless ....the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law, to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects, processing relates to personal data which are manifestly made public by the data subject.

processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity, for reasons of substantial public interest, processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services processing is necessary for reasons of public interest in the area of public health. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

