

## PRIVACY AND DATA PROTECTION POLICY

1<sup>st</sup> May 2018



### Protecting your privacy

A new set of data protection regulations (General Data Protection Regulation or GDPR) come into effect from 25<sup>th</sup> May 2018. We have reviewed our data collection processes and have updated our Privacy and Data Protection Policy to reflect the new law.

Your privacy is important to us and we are committed to safeguarding the personal information you provide to us and to protecting your privacy, as well as clearly stating how that information is used to deliver a service to you. The purpose of this privacy statement is to assist you in understanding how we use personal information and the choices you can make about how your personal information is used.

Where we hold your information, we will notify you, by email, of any amendments to this privacy statement and provide you with details of what to do next.

You may, at any time, request a copy of the personal information we hold on you, free of charge. To do this, please contact us via email at [tansy.challis@racingfoundation.co.uk](mailto:tansy.challis@racingfoundation.co.uk). We will aim to respond within three working days and provide the information within 28 days.

Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless they are exempt. The Racing Foundation is classified as an exempt charity and is not required to register as a data controller or processor.

### E-Newsletter

The Racing Foundation produces around 8 e-newsletters per year and sends them via email to a list of recipients who have requested receipt. To subscribe to this e-newsletter you must either:

- i. Sign-up via our website
- ii. Contact the Racing Foundation via 01763 852790 or [tansy.challis@racingfoundation.co.uk](mailto:tansy.challis@racingfoundation.co.uk) and ask to be added to the mailing list

The only details you will be required to provide are:

First name, surname and email address

As per Article 6 of the GDPR, the lawful basis for collecting this data is by consent – this means you have given clear consent for us to process your personal data for the specific purpose of sending you our e-newsletter.

The e-newsletter is used only as a way of providing updates on the work of the Racing Foundation, which include:

- Latest news stories.
- Details of our grant application process and deadlines.
- Updates on projects we have funded.
- Information on organisational development initiatives we are offering to charities.

Your details will not be used for any purpose other than the circulation of the Racing Foundation newsletter and your email address will not be visible to any other subscriber.

In order to send email communications to our registrants, we use a third-party email service provider. Data will be transferred to our email service provider for this purpose only. Our email service provider is currently Mailchimp. We may, without notice, change our provider to one delivering similar services. Where this occurs, we will ensure that at least the same level of protection is applied to your personal information.

To stop receiving Racing Foundation e-newsletters you can unsubscribe from the mailing list at any time either by:

- i. Clicking on the '**unsubscribe from this list**' link at the bottom of each e-newsletter.
- ii. Contacting the Racing Foundation (see 2.ii above) and asking to be removed from the mailing list.

In both cases your details will be permanently deleted from the list.

To update your name or email address you can click on the 'update subscription preferences' link at the bottom of each e-newsletter or contact the Racing Foundation.