

Annex D

Data Protection Statement

The Data Protection Act 1998 (“the Act”), sets out certain requirements for protection against unauthorised use or disclosure of personal data about individuals. The Act also grants certain rights to individuals.

Except to the extent that the British Equestrian Federation (“BEF”) is required or permitted by law, all personal information about Participants which has been obtained or provided in the past or which is obtained or provided in the future to the BEF (“the Information”) will be processed for all purposes in connection with the Administration and Participation by the Participants in International Competitions. The Information will also be processed for the purposes of the regulation, administration and control of horses, competitors and competitions.

The Participants acknowledge and understand that the Information may be disclosed by the BEF to Testing Authorities and BEF Members and the FEI, BOA, UK Sport, show organiser, event organiser or organising committee.

The Participants also acknowledge and understand that for any of the above purposes, the BEF may transfer some or all of the Information outside of the European Economic Area (“EEA”). Areas outside the EEA may not have data protection laws as comprehensive as those that exist in the EEA.

The Participant’s signature provided on application for registration with the FEI to take part in an international event shall constitute his/her consent to the BEF to process his/her Information for the purposes set out in this Data Protection Statement.

British Equestrian Federation Data Protection Policy

The British Equestrian Federation (“BEF”) is committed to responsible data processing in accordance with its legal obligations under the Data Protection Act 1998 (the “Act”). The aim of this data protection policy is to ensure that all individuals about whom the BEF processes data are properly informed about the effect of the Act in respect of both their rights and their obligations.

The Act enhances the rights of individuals (including riders, vaulters, drivers, owners, volunteers, coaches, staff and any other individuals associated with the BEF) in respect of information held about them by the BEF.

1.2 Important Definitions from the Act

"Data Controller"	means a person who determines the purposes for which and the manner in which personal data is to be processed. This will be the BEF when it processes data.
"Data Processor"	means a person or organisation (not being an employee of the BEF) who processes data on behalf of the BEF.
"Data Subject"	means an individual who is the subject of personal data. This must be a living individual.
"Personal Data"	means data which relates to a living individual who can be identified from that data or from that data and other information in the possession of the BEF. This includes expressions of opinion and any indication of the intentions of the BEF or any other person in respect of the individual.
"Processing of Personal Data"	means obtaining, recording or holding data or carrying out any operation on the information.
"Sensitive Personal Data"	means any data concerning a Data Subject's race or ethnic origin; political opinions; religious beliefs or other beliefs of a similar nature; trade union membership; physical or mental health; sexual life or the commission (or alleged commission) of any offence or proceedings for an offence.

What sort of data does the BEF hold and how does it obtain it?

The BEF needs to collect and use certain types of information about individuals with whom it deals in order to carry out its role as National Governing Body for equestrian sports in the UK. Much of this data is Personal Data.

Generally, the BEF receives data about individuals from one or more of the following sources:

- directly from individuals themselves. This may include data such as, career or educational history, qualifications, sporting results, details of equines, bank account details, name, address, contact information, age, gender, medical

information, passport information, credentials for judges, vets and support staff members;

- from third parties, for example, references or assessments from previous employers or academics, assessment or comment from coaches; member bodies providing rider, owner, horse or information; competition results/testing results;
- from third parties or individuals themselves in connection with the marketing and promotion of the BEF and its activities;
- occasionally from an individual's legal and/or financial representatives.

For what purposes does the BEF use this data?

The BEF uses this data for a number of purposes, examples of which are outlined below:

- to administer and maintain staff records for the purposes of fulfilling contracts of employment (e.g. running the payroll);
- to administer and maintain rider, vaulter, driver and equine records for the purposes of selection and ongoing review and appraisal, competition and championships;
- to administer FEI national federation processes for example equine passports, international rider registrations, permissions to compete, entries and officials;
- to administer and implement BEF programmes; for example BEF Futurity, the World Class Programme, the UKCC, the Regional Developments Squads and the Equine and Athlete Development Pathways;
- to maintain such records as may be required by legislation (eg health and safety, employment and passport legislation);
- to respond to any query that individuals may raise with the BEF about matters relating to their employment, their training or any other matter;
- to disclose information about employees and former employees or members and former members to future employers for reference purposes;
- to keep employees, member bodies and their representatives and volunteers informed (by post, telephone or e-mail) about relevant matters relating to the BEF;
- to use information about staff, volunteers, coaches, riders vaulters and drivers for the purposes of strategic and operational planning and forecasting, research and statistical analysis;
- to disclose information to member bodies, the FEI, the BOA, BPA, UK Sport, the national Sports Councils, LOCOG, UKAD and other companies and organisations associated with the BEF, including overseas associated companies and organisations, where appropriate;
- to market and promote the BEF and its activities worldwide;
- to disclose information about individuals in response to legislative/court orders.

The Data Protection Principles

The BEF regards the lawful and correct treatment of Personal Data as important to the achievement of our objectives and to the success of our operations and as a matter of respect of the rights of the individuals with who we deal. We therefore need to ensure that our organisation treats such Personal Data lawfully and correctly.

We fully endorse and adhere to the Principles of Data Protection set out in the Act. The eight Principles require that personal information:

- 1) should be processed fairly and lawfully and, in particular, should not be processed unless specific conditions are met;
- 2) should be obtained only for one or more specified and lawful purposes, and should not be further processed in any manner incompatible with that purpose or those purposes;
- 3) should be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
- 4) should be accurate and, where necessary, kept up to date;
- 5) should not be kept for longer than is necessary for the specified purpose(s);
- 6) should be processed in accordance with the rights of Data Subjects under the Act;
- 7) should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to personal data;
- 8) should not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Our Commitments

We are committed to:

- ensuring that we comply with the Data Protection Principles, as listed above;
- meeting our legal obligations as laid down by the Act;
- ensuring that Personal Data is collected and used fairly and lawfully;
- processing Personal Data only in order to meet our operational needs or to fulfil legal requirements;
- taking steps to ensure that Personal Data is up to date and accurate;
- establishing appropriate retention periods for Personal Data;
- ensuring that Data Subjects' rights can be appropriately exercised;
- providing adequate security measures to protect Personal Data;
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues;
- ensuring that all staff are made aware of good practice in data protection;
- providing adequate training for all staff responsible for Personal Data;

- ensuring that everyone handling Personal Data knows where to find further guidance;
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly;
- regularly reviewing data protection procedures and guidelines.

Data security

- The BEF will ensure that appropriate security measures are taken against unlawful or unauthorised processing of Personal Data and against the accidental loss of or damage to Personal Data.
- The BEF will ensure that only those people authorised to use Personal Data can access it.
- The BEF will, in accordance with the Act, put in place procedures to maintain the security of all Personal Data from the point of collection to the point of destruction.
- Personal Data will not be transferred to people or organisations situated in countries without adequate protection.
- Personal data may only be transferred to a third party Data Processor if it agrees to comply with the BEF's procedures and policies, or if it puts in place adequate measures itself.

Data Protection Officer

To assist in achieving compliance with the principles, BEF has appointed a Data Protection Officer. Any questions or queries in relation to this policy can be addressed to that Officer at:

British Equestrian Federation
Abbey Park
Stareton
Kenilworth
Warwickshire
CV8 2RH