

Data Protection & Privacy Notice for Level 4 Coaching Certificate

British Equestrian may wish to share the contents of this application form with the wider cohort of member bodies to ensure the selection process is equal across all British Equestrian member bodies.

If you are happy for us to share your information in this way, please tick the box on the Microsoft Form. If you are not happy please email participation@bef.co.uk

Data Protection

British Equestrian and the member body to which your application relates (the “Member Body”) undertake to respect the privacy of the individual and have implemented strict procedures to protect the individual’s rights under the General Data Protection Regulation. Please refer to the Privacy Notice below for further information.

Application privacy notice

As part of the application process for selection onto the Equi-Youth Coaching Project, British Equestrian collects and processes personal data relating to applicants. British Equestrian is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does British Equestrian collect?

During the course of the application process, British Equestrian collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your membership with the relevant British Equestrian member body
- details of your training history
- details of your employment/education history
- information to confirm that you meet the minimum eligibility requirements of the relevant selection policy, such as your nationality and age (date of birth)

British Equestrian may also take photographs of you either during or at the end of the selection process. British Equestrian collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, and on other IT systems (including email).

Why does the organisation process personal data?

British Equestrian needs to process your data in order to properly assess your application and in order to communicate with you. Processing data from applicants allows British Equestrian to manage the selection process, assess and confirm an applicant's suitability for a place on the Programme and decide who should be offered a place on the Programme. British Equestrian may also need to process data from applicants to respond to and defend against claims for non selection under the relevant selection policy.

British Equestrian therefore has a legitimate interest in processing personal data during the selection process and for keeping records of the process.

If you agree, photographs of you will be retained by British Equestrian for promotional purposes. Your consent will be asked for at the time you submit your application.

If your application is unsuccessful, British Equestrian will keep your personal contact details on file for two years to enable British Equestrian to contact you about applying for future programmes. British Equestrian will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the selection process. This includes members of the British Equestrian team and relevant member bodies if access to the data is necessary for the performance of their roles.

British Equestrian will not share your data with third parties without your consent. If your application is successful and British Equestrian makes you an offer of a place on the Programme, it may then share your data with UK Sport, English Institute of Sport (EIS) or Sport England, and you will be provided with additional information in relation to how your data will be processed, stored and shared. British Equestrian will not transfer your data outside the European Economic Area.

How does the organisation protect data?

British Equestrian takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and members of the team in the proper performance of their duties.

For how long does the organisation keep data?

If your application is unsuccessful, British Equestrian will hold your data on file for three months after the end of the relevant selection process. If you agree to allow British Equestrian to keep your personal data on file, British Equestrian will hold your data on file for a further two years to enable British Equestrian to contact you about applying for future programmes. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application is successful, personal data gathered during the selection process will be transferred to a file which is personal to you and will be retained whilst you are on the Programme. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require British Equestrian to change incorrect or incomplete data



- require British Equestrian to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where British Equestrian is relying on its legitimate interests as the legal ground for processing
- ask British Equestrian to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override British Equestrian's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Lynne Bailey at Lynne.Bailey@bef.co.uk.

If you believe that British Equestrian has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to British Equestrian during the selection process. However, if you do not provide the information, British Equestrian may not be able to process your application properly or at all.

Automated decision-making

Selection processes are not based on automated decision-making.

