



**Data Sharing Agreement**

**The British Horse Society**

**And**

**East Cornwall Riding Club**

**May 2018**

## Parties

1. British Riding Clubs (BRC) of Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ;

and

2. East Cornwall Riding Club (ECRC)

Each referred to as a “Party” and together the “Parties”.

## 1. Introduction

### 1.2 Purpose for the sharing

The British Riding Clubs and East Cornwall Riding Club share personal data in order to deliver BRC membership benefits, which include the provision of public liability insurance, to its members. The lawful basis for this data processing is that it is necessary for the performance of a contract.

### 1.3 Length of agreement

This agreement will commence at midnight on 25/05/2018. This agreement will remain in place indefinitely until terminated by either party.

### 1.4 Key Contacts

#### British Riding Clubs

Head of BRC	<a href="mailto:laura.sanger@bhs.org.uk">laura.sanger@bhs.org.uk</a>	02476 840594
BRC Membership Exec	<a href="mailto:rachael.ht@bhs.org.uk">rachael.ht@bhs.org.uk</a>	02476 840596

#### East Cornwall Riding Club

Chair	<a href="mailto:Cynthiarobinson71@hotmail.com">Cynthiarobinson71@hotmail.com</a>	07805733445
Secretary	<a href="mailto:ann.kinahan@hotmail.co.uk">ann.kinahan@hotmail.co.uk</a>	07720783401

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Membership Secretary	<a href="mailto:vch31@hotmail.com">vch31@hotmail.com</a>	07974723805
Treasurer	<a href="mailto:brenda@williams-looe.eclipse.co">brenda@williams-looe.eclipse.co</a>	07881944779

## 2. Information Sharing

### 2.1 Type of information that may be shared

**Basic Personal Data** = Name, address, email address, personal phone number, personal mobile phone number, BRC membership number

**Special Category Data** = Medical records relating to health conditions and disabilities are processed under Explicit Consent, in order to deliver the requisite Reasonable Adjustments.

### 2.2 How the information will be shared

- Frequency: the information will be shared between parties on an ad-hoc basis in order to carry out membership administration activities.
- The information sharing will cease only if and when the Club disaffiliates.
- The terms of this agreement remain binding on any information shared and retained throughout its lifecycle, irrespective of whether the party remains a current signatory to this agreement.
- Transfer: will occur by Secure File Transfer.
- Information will be shared on a strict need to know basis only and the data will only be processed by staff in order for them to perform their duties in accordance with one or more of the defined purposes.

Under no circumstances should personal data be processed in any way that is unsecure or left unattended. It is the responsibility of the sender to ensure that the method is secure and that they have the correct contact details for the receiver.

### 2.3 Recipients and other organisations that the information may be shared with

Data will be shared (as and when is necessary and appropriate) with:

- The incumbent British Horse Society Insurance Broker
- Other BEF Member Bodies
- BRC Area Representatives
- Appropriate fulfilment houses for distribution of Rider magazine, membership cards, E-News mailings. These providers will be subject to British Horse Society Data Processor Agreements.
- Trainers employed by East Cornwall Riding Club to teach club members and others.
- First aiders and paramedics in the case of accident or emergency.

### 2.4 Data Quality

- Data will be shared via standard format templates between parties
- Personal Data is collected and updated by the Club and is forwarded to BRC. BRC will not overwrite specific data provided by the Club in order to preserve accuracy and to ensure that the information is up to date.
- All personal data will be refreshed at least once a year to ensure that the information is current.

### 2.5 Retention and destruction

- Personal data will be held by BRC for no more than 3 years beyond the lifetime of the membership.
- Personal data will be held by East Cornwall Riding Club for no more than 3 years behind the lifetime of the membership.

### 2.6 Data subject rights

All Subject Access Requests should be addressed to the Data Protection Lead at The British Horse Society via this email address: [dataprotection@bhs.org.uk](mailto:dataprotection@bhs.org.uk)

### 2.7 Data Security

- Files will only be transmitted between parties via Secure File Transfer
- Files containing personal data will be password protected
- Passwords will be transmitted under separate cover to other communications
- Laptops/desktops/mobile devices used to process personal data covered by this agreement will be password protected
- Access to the laptops/desktops/mobile devices used to process personal data will be restricted to appropriate personnel
- Laptops/desktops/mobile devices used to process personal data will be stored and transported securely
- Any appropriate user credentials provided to access personal information will be unique to the appropriate user and will not be shared with any other user.

## 3. Review of Agreement

This agreement will remain in force irrespective of whether the agreement has been officially reviewed until a notice of termination is served.

**DATA SHARING AGREEMENT**



This agreement will be reviewed for accuracy and relevance within 3 years of the signatory date.


Failure to comply with the terms of this agreement will result in the Club being disaffiliated from BRC.

**4. Signatures**

Signed for and on behalf of British Riding Clubs (BRC) of Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ

Name: Megan Gibbs

Position: Membership Coordinator

Signature: 

Date: 11/7/18

If applicable please also complete the below:			
ICO Registration No.	Z695351X	Date of expiry:	01/08/2018
DSP IG Toolkit Code	NA	Rating and Score:	NA

Signed for and on behalf of **East Cornwall Riding Club**

Name: Ann Kinahan

Position: Secretary

Signature: MA Kinahan

Date: 11<sup>th</sup> June, 2018

If applicable please also complete the below:
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DSP IG Toolkit Code		Rating and Score:	