

BEF Para Equestrian Entry Programme

Application Privacy Notice

As part of the application process for selection onto the Entry Programme, the BEF collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the BEF collect?

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

- your name, and contact details, including postcode, email address and telephone number;
- details of your RDA coach and group;
- information to confirm that you meet the minimum eligibility requirements of the relevant programme such as age
- information in relation to your para classification grade and profile
- whether you have your own horse or hire an RDA horse.

The BEF collects this information from your application form.

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

Why does the organisation process personal data?

The BEF needs to process your data in order to properly assess your application for the Entry Programme and in order to communicate with you.

Processing data from applicants allows the BEF to manage the selection process, assess and confirm an applicant's suitability for a place on the Entry Programme and decide who should be offered a place on the Programme.

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

If your application is unsuccessful, the BEF would like to keep your personal contact details on file for 1 year to enable the BEF to contact you about applying for future programmes. The BEF 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 BEF's Performance Pathway Team and relevant member bodies such as Riding for the Disabled Association and British Dressage if access to the data is necessary for the performance of their roles.

The BEF will not share your data with third parties without your consent.

The BEF will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The BEF 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 World Class Performance Pathway Team in the proper performance of their duties.

For how long does the organisation keep data?

The BEF will retain your data from the date of your application until on or around 1 May each year when we will write to you asking you to confirm if you are happy for us to retain your details. We will also ask you to confirm that your details are still correct. If you do not respond within the timeframe provided your details will be removed from our records and you will have to reapply back onto the Entry Programme if you wish to re-engage with the Programme.

You are able to opt out at any point from the Programme and receiving communications.

If your application is successful, personal data gathered during the application process will be retained during your engagement with the programme.

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 the BEF to change incorrect or incomplete data;
- require the BEF 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 the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Georgie Wheeler: georgie.wheeler@bef.co.uk.

If you believe that the BEF 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 the BEF during the selection process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

Automated decision-making

Selection processes are not based on automated decision-making.