

# **THE NORTHERN RACING COLLEGE**

## **PRIVACY POLICY**

In this Privacy Policy:

- References to "we", "us" or "our" mean the Northern Racing College or any of its subsidiary elements. For the purpose of the General Data Protection Regulations, the data controller is the Northern Racing College.
- References to "you" or "your" mean any person accessing this internet site, contacting us by physical or digital means or providing personal information to us in connection with training, education, employment, volunteering or applications for any of these.

### **WHO WE ARE**

The Northern Racing College delivers training and education to people, primarily for the racing industry. We operate as The Northern Racing College, a registered charity, and as Doncaster Equine College that is a programme of learning under executive control and governance of the NRC. Our trading arm is Northern Racing College Trading Ltd that engages in certain commercial activities to support the charity.

### **OUR PRIVACY POLICY**

We are committed to protecting your privacy. We have developed this Privacy Policy so that you may feel confident about the privacy and security of your personal information. It explains the following:

- What information we may collect about you.
- How we will use your information and ensure this is not shared with other organisations unless specifically agreed by you or required by the law.
- How long your information may be held on our systems.
- Your choices regarding the personal information you provide to us.

### **CHANGES TO OUR PRIVACY POLICY**

We may update our Privacy Policy from time to time, so you may want to check the latest version before providing personal data to us.

### **HOW WE COLLECT INFORMATION**

We collect personal information when you:

- Register online, request information or submit an application through our websites.
- Complete a printed form, questionnaire or coupon.
- Contact us by phone, post, email, text message or in person through a member of our team.

- In addition, information is captured automatically each time you visit our websites. We use cookies and collect IP addresses (that can uniquely identify a specific computer or network device on the internet) to track visitors to our websites and prepare management reports.

## WHAT WE DO WITH THIS INFORMATION

When you contact us or visit our websites, your personal information is stored securely and processed fairly as required by the General Data Protection Regulation (effective 25 May 2018). We use that information to answer your requests for information, to process your applications to attend training at the NRC and to provide you with a range of things including education and training, qualifications, residential and welfare support. We might also need health information to help support our learners who have a vulnerability. We use personal information about our employees and volunteers to meet our legal and moral obligations to them.

## YOUR CONSENT

Sometimes, we need your consent to use your personal information, for example for marketing or recruiting. We don't need your consent always, for example if we need it to meet legal or regulatory requirements or to fulfil a contract with you. Where you have given us consent, you have the right to withdraw it at any time by emailing [unsubscribe@northernracingcollege.co.uk](mailto:unsubscribe@northernracingcollege.co.uk).

## WHO WILL HAVE ACCESS TO YOUR INFORMATION

We share certain personal information with third parties where it is necessary for example to meet our legal obligations, account for government or industry funding, inform qualifying authorities or engage learners with prospective employers. Your personal information may be handled by companies we use as data processors to provide training, education or marketing services and to process your applications. These companies must comply strictly with our privacy policies that prohibit the use of personal data for their own business purposes. We share only such elements of any information we hold that need to be shared to achieve the aim. We will not share your information with other organisations (unless we are required to do so by law).

## HOW LONG DO WE KEEP YOUR INFORMATION?

- Your information will be held on our systems for as long as is necessary to comply with legal requirements such as where government funding is provided to you, to answer your requests and to maintain a dialogue with those individuals who remain interested in training at the NRC.

- If you register an interest but do not apply to attend the NRC, we will keep your personal data for no more than 3 years. This period starts when you last made contact with the NRC and is reset each time you contact us to request further information.
- If you apply to attend but do not complete a training course at the NRC, we will keep your personal data for no more than 10 years. Any sensitive personal data will be removed after 1 year. This period only starts if and when all your applications to attend the NRC have become inactive, and is reset each time you logon to our website or contact us to request further information.
- At the end of this period, we will remove your personal information from our systems or treat the data to remove any personal identifiers that could be used to identify you as an individual.

### **CAN I REMOVE THE INFORMATION HELD?**

- You can ask us to delete an individual application and remove the personal data entered on your application form at any point before it is submitted.
- You may contact us to withdraw a submitted application at any time but your personal data will continue to be held on our systems (as described above).

### **WILL I BE CONTACTED BY YOU FOR MARKETING PURPOSES?**

- We will only contact or send information about us and the Racing Industry to those people who have given us permission to do so.
- We will only provide information that is relevant to you.
- If you choose to receive marketing communications, you can tell us whether you want to be contacted by post, phone, email or text messages. You can change these preferences at any time by informing us what you wish to change.
- If you submit an application to attend the NRC, we will contact you by the most appropriate means to follow-up and process your application.

### **WILL THE INFORMATION BE USED TO MAKE AUTOMATED DECISIONS THAT AFFECT ME?**

No.

### **ADVICE FOR PARENTS AND CARERS OF YOUNG PEOPLE**

- Many young people are interested in information about the NRC. The privacy and security of their personal data is very important to us.

- We encourage all those responsible for children to supervise their use of the internet and for young people always to seek permission from a parent/carer before entering any personal data in any website.
- We do process and store personal data about children under 14 years where that is necessary to enable, support and safeguard them due to their involvement in, for example, pony racing activities.
- We ask everyone under 18 years to confirm that they have spoken to a parent/carer about their interest in the NRC and obtained their permission before registering or applying to us.
- We require anyone under 18 to provide a signed consent form from a parent/carer before they attend a recruitment event – including meetings, briefings, information days and visits.

### WHAT INFORMATION DO WE HOLD ABOUT YOU?

You can request a report detailing all the information we hold about you by writing to the address below or by email to [subjectdatarequest@northernracingcollege.co.uk](mailto:subjectdatarequest@northernracingcollege.co.uk). We will not make any charge for responding to any request from you to exercise your privacy rights, and we will respond to your requests in accordance with our obligations under data protection law.

### RECTIFICATION

You can ask us to change or complete any inaccurate or incomplete personal information held about you by writing to the address below or by email to [datachange@northernracingcollege.co.uk](mailto:datachange@northernracingcollege.co.uk).

### WHAT TO DO IF YOU DON'T WANT US TO CONTACT YOU IN THE FUTURE

Write to the address below or email [unsubscribe@northernracingcollege.co.uk](mailto:unsubscribe@northernracingcollege.co.uk) asking us not to contact you again.

### WHAT TO DO IF YOU WANT US TO REMOVE YOUR DETAILS FROM OUR RECORDS

Write to the address below or email [unsubscribe@northernracingcollege.co.uk](mailto:unsubscribe@northernracingcollege.co.uk) asking us to delete your details from our records.

### OTHER WEBSITES

Our website contains links to other websites. This privacy policy applies only to our own website: [www.northernracingcollege.co.uk](http://www.northernracingcollege.co.uk) so when you link to other websites you should read their own privacy policies.

## **FURTHER ADVICE AND INFORMATION**

More information about the General Data Protection Regulations and your rights, including the “right to prevent processing”, can be found on the Information Commissioner’s Office website: <http://www.ico.org.uk>

## **CONTACTING US ABOUT PERSONAL INFORMATION**

If you have any questions about this Privacy Policy or the information we hold about you, please ask us by writing to or emailing:

The Information Officer  
The Northern Racing College  
The Stables  
Rossington Hall  
Great North Road  
Doncaster  
DN11 0HN

Email: [info@northernracingcollege.co.uk](mailto:info@northernracingcollege.co.uk)