



## **Affiliation and Data Sharing Agreement**

**The British Horse Society**

**And**

**[Strathearn Riding Club)**

**June 2021**

## Parties

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

and

2. [strathearn Riding Club] of [kilmodan Murray pl crieff Ph7 3 DF] (“[SRC]”)

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

### 1. Introduction

#### 1.2 Purpose for the sharing

The British Riding Clubs and [Strathearn Riding Club] share personal data in order to deliver BRC membership benefits, which includes 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.

British Riding Clubs is part of The British Horse Society and it can be assumed that any information shared with British Riding Clubs will be held by, processed and accessed (when appropriate) by The British Horse Society.

#### 1.3 Length of agreement

This agreement will commence at midnight on [13/09/21]. This agreement will remain in place indefinitely until terminated by either party.

#### 1.4. Key Contacts

##### **British Riding Clubs**

<i>Head of BRC</i>	<i>rachael.hollely-thompson@bhs.org.uk</i>	<i>02476 840596</i>
<i>BRC Operations Manager</i>	<i>megan.gibbs@bhs.org.uk</i>	<i>02476 840591</i>

**[Insert Name of Riding Club]**

Chair Shonagh Robb [[crobb94@aol.com](mailto:crobb94@aol.com)].

Secretary. Sue Gaden [[suegaden@me.com](mailto:suegaden@me.com)]

Membership Secretary Andi Bruce [[bruceandi@ymail.com](mailto:bruceandi@ymail.com)]

Treasurer. Sarah Brand [[Sarahkiwibrand@yahoo.co.uk](mailto:Sarahkiwibrand@yahoo.co.uk)]

**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 where possible. Files MUST be password protected as a minimum and emails encrypted where possible.
- 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.
- [none]

## 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 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.
- [length of 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 be transmitted between parties via Secure File Transfer where possible
- 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.

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.

### 3. Affiliation Agreement

#### 3.1. Compliance

- The club must comply with the Code of Conduct found in the BRC Handbook.
- The club and its committee must familiarise themselves with the BRC Handbook and all applicable rules, in particular, section 1.2 Conduct of BRC Members, Officials, Volunteers and Representatives and the BRC Club Information and Rules section.

#### 3.2. Ending of Affiliation

BRC HQ may by notice to the club suspend or terminate the affiliation of the club if it is satisfied that:

- The club is engaged in activities or conduct itself in a manner that brings the BHS or BRC into disrepute.
- The club is engaged in activities that are illegal.
- The club is unable to pay its Corporate Insurance or Administration Fee.
- The club is engaged in activities that compromise the health, safety or welfare of members or others.
- The club has materially breached this agreement or persistently breaches the agreement.
- The club or any member or committee member has misappropriated funds or property (including by using it for purposes other than those for which the Club was established).

**3.3. If BRC HQ suspends or ends the affiliation of the club, during that suspension the**

**Club:**

- Must cease all activities holding itself out as being affiliated or otherwise connected in any way with BRC.
- Must remove the BRC logo from anything associated with the club.
- Must complete any payment due to BRC HQ.

**4. Signatures**

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

Name:

Position:

Signature:

Date:

ICO Registration No.	Z695351X	Date of expiry:	01/08/2021
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Signed for and on behalf of *[Strathearn Riding club]*

**Name:** Sue Gaden

**Position:** Secretary

**Signature:**

**Date:** 13/09/21

If applicable please also complete the below:

ICO Registration No.		Date of expiry:	
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