



## **PRIVACY NOTICE FOR FORMER STUDENTS (OLD FORTUNATES ASSOCIATION)**

### **What is the purpose of this document?**

The Fortune Centre of Riding Therapy is committed to keeping your personal data safe and private. This privacy notice describes how we collect and use personal information about you and why.

It applies to all former students and their families who are members of Old Fortunates Association.

As The Fortune Centre of Riding Therapy collects 'personal data' we must provide you with this privacy notice. We will comply with data protection law.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.

### **How is your personal information collected?**

We collect your personal information from information you tell us, or send us by email or in the post. Please tell us of changes in your details so can make sure the information is correct.

### **We use the information or 'personal data' you give us:**

- To let you know about things like the FCRT Christmas Cards, events and reunions.
- Forwarding messages sent to FCRT for you.
- Sending you newsletters.
- Giving you information FCRT thinks may be important or useful for you to know.

We will only use your personal data for these reasons.

### **Data security**

We have security in place to protect your information.

### **Data retention**

We will keep your information until you ask us not to contact you again or we have post returned as undelivered.

### **Your rights for your personal information**

You have the right to ask for a copy of your personal information, ask us to correct the personal information that we hold about you, ask us to delete to your personal information or object to FCRT using personal information.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

**If you have any questions about this privacy notice, please contact Sarah Hough, Head of Finance and Company Secretary and Data Protection Officer.**