**Horse Weigh**

**Data Protection Privacy Notice**

**Introduction**

Everyone has rights with regard to the way in which their personal data is handled. In order to operate efficiently we need to collate and use information about the people with whom we work. This includes current, past and prospective employees, clients, and other with whom we communicate.

We regard the lawful and correct treatment of personal information as integral to successful operation and to maintaining the confidence of the people we work and communicate with. To this end we fully endorse and adhere to the principles of the relevant laws.

**Notice Statement**

In accordance with the GDPR anyone processing Personal Data must comply with the six principles of good practice. These provide that Personal Data must:

1. Be processed fairly, lawfully and transparently;
2. Only be used for the purpose for which it was collected;
3. Be adequate, relevant and not excessive for the purpose for which it is being processed;
4. Be accurate and kept up-to-date;
5. Not be kept longer than necessary to fulfil the purpose of its collection;
6. Be kept secure and protected from unauthorised processing, loss, damage or destruction [which includes the data not being transferred to a country or territory outside the European Area unless the Personal Data is adequately protected and/or consent of the Data Subject has been provided].
7. **Fair, Lawful and Transparent Processing**

For personal Data to be processed lawfully, the basis for the processing must be one of the legal grounds set out in the Enactments. These include, among other things, your written consent to the processing, or that the processing is necessary for the performance of our services with you.

In the event we collect Personal Data directly from you, this Notice should assist in informing you about:

* 1. The purpose or purposes for which we intend to process your Personal Data.
	2. The types of third parties, if any, with which we may share or disclose your Personal Data.
	3. The means with which you can limit our processing and disclosure of your Personal Data.

When sensitive personal data is being processed, additional conditions and securities must be in place to ensure protection.

1. **Processing for Limited Purposes**

In the course of our business, we shall process the Personal Data we receive directly from you (for example, by you completing forms, sending us papers or from you corresponding with us by mail, phone, email or otherwise) and your personal Data which we receive from any other source.

We shall only process your Personal Data to fulfil and/or enable us to satisfy the terms of our obligations and responsibilities for our services or for any other specific purposes permitted by the Enactments. Should we deem it necessary to process your Personal Data for purposes outside and/or beyond the reasons for which it was originally collected, we will contact you first, to inform you of those purposes and our intent and may also apply for your consent.

1. **Adequate, Relevant Non-Excessive Processing**

We will only collect and process your Personal Data as required to fulfil the specific purpose/s of our contract and/or agreements with you.

1. **Accurate and up-to-date Data**

We shall ensure that all Personal Data held is accurate and up to date and will check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. If you become aware that any of your Personal Data is inaccurate, you are entitled to contact us and request that your Personal Data is amended. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

**5. The Timely Processing of the Data**

We will not keep Personal Data longer than is necessary for the purpose or purposes for which it was collected. Once Personal Data is no longer required, we will take all reasonable steps to destroy and erase it.

**6. Keeping Your Personal Data Secure**

Our employees and contracted personnel are bound to our privacy policies, procedures and technologies which maintain the security if all your Personal Data from the point of collection to the point of destruction.

We maintain data security by protecting the confidentiality, integrity and availability of your Personal Data, and when we do so we abide by the following definitions:

**6.1 Confidentiality:** We ensure that the only people authorised to use your personal date can access it.

**6.2Integrity:** We will make certain that your Personal Data is accurate and suitable for the purpose for which it is processed.

* 1. **Availability:** We have established procedures which mean only our

authorised Data Users should be able to access your Personal Data if they need it for authorised purposes.

We also maintain security procedures which include, but are not limited to:

**6.4** Secure lockable desks and cupboards. Desks and cupboards shall be kept locked if they hold your personal data.

**6.5** Methods of disposal. Paper documents containing Personal Data are shredded and digital storage devices shall be physically destroyed when they are no longer required.

* 1. Data Users shall be appropriately trained and supervised in accordance with this Notice which include requirements that computer monitors do not show confidential information to passers-by and that DATA Users log off from or lock their PC/electronic device when it is left unattended.
	2. Our computers have appropriate password security, boundary firewalls and effective anti-malware defences. We routinely back-up electronic information to assist in restoring information in the event of disaster and our software is kept up-to-date with the latest security patches.

We shall take appropriate security measures against unlawful and/or unauthorised processing of personal data, and against the accidental loss of, or damage to, your Personal Data.

We shall only transfer your Personal Data to a Data Processor (a Data User outside our business) if the Processor agrees to comply with our procedures and policies, ir if the Processor puts in place security measure to protect Personal Data, which we consider adequate and are in accordance with the Enactments.

**How we will use your personal data:**

We will only collect and process your Person Data to the extent that it is needed to fulfil our operational and contractual needs or to comply with any legal requirements.

We shall access and use your Personal Data in accordance with your instructions and as is reasonably necessary:

* To fulfil our obligations and responsibilities to you;
* To provide, maintain and improve our services;
* If we intend to use your personal data for the advertising and marketing of our services and/or the services of our affiliates. We shall seek your separate express consent and you are entitled to opt out of these services at any time;
* To respond to your requests, queries and problems;
* To inform you about any changes to our services and related notices, such as security and fraud notices.

**When we may share your personal data:**

There are times when we may need to share your Personal Data. This sections discusses how and when we might share your Data.

We use the following software providers to process electronic data, including personal data. These providers state that they are GDPR compliant and/or applies equivalent/adequate safeguards. Their privacy notices can be found here: sage.co.uk

* If we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation, lawful requests, court orders and legal process.
* To enforce or apply any contract or other agreement with you.
* To protect our rights, property or safety and that of our employees, members, or others, in the course of investigating and preventing money laundering and fraud.

**Your Rights and Request Concerning your Personal Data:**

* Request access to any data we hold about you;
* Prevent the processing of your Personal Data for direct-marketing purposes, if so instructed;
* Ask to have inaccurate Personal Data amended;
* Be forgotten, and have all relevant Personal Data erased (subject to our overriding legal obligations);
* Prevent processing which is likely to cause damage or distress to you or to anyone else;
* Request certain restrictions on the processing of your Personal Data;
* Receive a copy of your Personal Data;
* Be notified of a data security breach which affects your rights and freedoms, without undue delay;
* If you have provided your express consent that your Personal Data may be processed for marketing and advertising purposes, you are entitled to withdraw that consent. Such a withdrawal will not affect any processing of the data completed before consent was withdrawn.
* To make certain requests to us concerning how your Personal Data is managed.

**Access and Portability requests:**

You are entitled to request access to your Personal Data unless providing a copy would adversely affect the rights and freedoms of others.

You can also request information about the different categories and purposes of data processing; recipients or categories of recipients who receive your Personal Data, details on how long your Personal Data is stored for, information on your Personal Data’s source.

You also have “Data Portability” rights which includes the right to request a copy of your Personal Data be sent to you or transmitted to another Data Controller.

**Correction Requests:**

You are entitled to request we correct or complete your inaccurate or incomplete Personal Data without undue delay and we will update the information and erase or correct any inaccuracies as required.

**Erasure Requests:**

You can exercise your “right to be forgotten” and can request we erase your Personal Data. Once receiving a request we must erase the Personal Data without delay, unless an exception applies that permits us to continue processing your data. Details of such exceptions are contained in the Enactments and include situations where we might need to retain the information to carry out our official duties and/or comply with legal obligations and/or for the establishment of exercising of defending legal claims, or it is in the public interest to retain your Personal Data.

**Restriction requests:**

You may request restrictions be applied to the processing of your Personal Data for some specific reasons such as you contest the accuracy of the data, the processing is unlawful or if we no longer need to process your Personal Data. You can also request restrictions be applied if the processing is being done for public interest or third party reasons.

If such a request is received we can continue to store your Personal Data, but may only process it under certain circumstances, such as: you give consent for us to continue processing your data, we need to establish, exercise, or defend legal claims or we need to protect the rights of another individual or legal entity of for important public interest reasons.

**Objection Requests:**

You may also object to your Personal Data being processed under certain circumstances, including for direct marketing purposes and profiling related to direct marketing.

If we receive such an objection we will stop processing your Personal Data unless we can show a compelling legitimate ground for processing your Personal Data which overrides your interests and the basis of your request.

**Your Complaints:**

If you feel that your questions or concerns regarding your Personal Data have not been dealt with adequately or that your request has not been fulfilled by us, you can use our complaints procedure, by emailing us at william@horseweigh.com

**Changes to our Data Protection Policy:**

We keep our privacy policy under regular review and reserve the right to amend and update the policy as required. Where appropriate, we will notify you of those changes by mail or email.