

## **BEF Para Equestrian Classification**

### **Privacy Notice**

As part of the classification process to enable you to participate in para equestrian sport, the BEF collects and processes personal data relating to para equestrian athletes. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The BEF also complies with the International Paralympic Committee's (IPC) International Standard for Classification Data Protection and will at all times:

- protect your classification data by applying appropriate security safeguards, including physical, organisational, technical and other measures to prevent the loss, theft or unauthorised access, destruction, use, modification or disclosure of classification data; and
- take reasonable steps to ensure that any other party provided with classification data uses that data in a manner consistent with the International Standard

#### **What information does the BEF collect?**

During the course of the classification 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;
- your British Dressage or British Showjumping membership number (or the membership number of the BEF's member body which regulates the sport you will be participating in);
- information to confirm that you meet the minimum eligibility requirements of the relevant sport such as age
- information in relation to your para classification grade and profile.

In addition to this, the BEF will process sensitive personal data about you, such as medical records and details about your health and injuries and illnesses in order to provide you with services and to support your participation in para equestrian sport.

The BEF collects this information from you through your application to be classified under the relevant para equestrian rules, and through ongoing services provided to you to enable you to compete as a para equestrian athlete.

The BEF ensures that all information disclosed by you through the classification process is dealt with confidentially and in accordance to the IPC Code of Ethics for Classification.

Data will be stored in a range of different places, including on your classification 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 request to be classified for para equestrian sport and in order to communicate with you.

Processing data from classification applicants, including information regarding your health and medical condition is required in order to allow you to participate in para equestrian sport, allows the BEF to manage the classification process and communicate the outcome of your classification evaluation.

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

In addition, when you apply to the BEF to be assessed under the para classification rules, the BEF obtains your consent to process your personal data. You are free to withdraw your consent for the BEF to process your data at any time but you must understand that the withdrawal of such consent will impact on the BEF's ability to provide classification services to you.

### **Who has access to data?**

Your personal information will be shared internally for the purposes of the classification process. This includes with 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. Sensitive personal data will only be shared with the BEF Para Classification Officer and the National Classification Panel.

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 in the proper performance of their duties.

### **For how long does the organisation keep data?**

The BEF will keep your personal data on file for a period of [ ]. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

### **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 [Felicity.Towers@bef.co.uk](mailto:Felicity.Towers@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.