

BHRC DATA POLICY



The BHRC wants you to be informed about how we collect, store and handle your personal data. We take the security of your data and your privacy seriously.

We will annually, through the licence renewal system, check that the information we hold about you is up-to-date and check your data sharing preferences. We ask you to tick to indicate that you are happy for us to share your information with formal bodies such as: Track Promoters, TrotBritain and overseas racing authorities such as (but not exclusive to) IHRA, LeTrot etc. You have a right to opt out of each of these categories. We will only share the minimum amount of information.

You can update your preferences at any stage, or if your details change after the renewal process, you are encouraged to notify our office (in writing) of the changes you wish to make. If you have any concerns or queries we are happy to discuss them with you.

HOW WE COLLECT DATA

We collect data annually from you through the licensing process. We also collect information throughout the year via Track and Regional Stewards and through the integrity process.

We may receive third party intelligence which we may use to assess your conduct against the BHRC Rules and Regulations.

For new applications we have the right to seek references from the referees stated on your application form, or from overseas Governing Bodies of other harness racing authorities

WHY DO WE COLLECT DATA

Like all businesses we need the data to be able to provide you with the services you need. The legislation says we can collect your data if we have one of more of the following lawful reasons:

- To fulfil a contract we have with you
- When it is needed to comply with a legal duty
- When it is in our legitimate interest
- When you give us your consent

A legitimate reason means that we have a commercial or business reason to use your information. We must still however use that information within the framework of the act. The information we collect from you allows us to govern the sport of harness racing in Great Britain.

THE DATA THAT WE HOLD

In order to be able to take entries, produce race cards, keep results etc we need to hold certain data about you and your horses. The data that we hold will vary according to the type of licence that you hold. Examples of the types of data that we hold by category of licence include:

For all categories of licence, we hold personal data that includes your full name, date of birth, address, email address, telephone number, and dates that you have held licence(s). If you have a criminal record we may use that to ensure the integrity of the sport. We also hold a photograph of you on record for your respective licence. We keep copies of correspondence sent to and from you.

Trainers: along with your personal details listed above, we hold details about the premises you train from, the facilities available, horses that are in training and information about them such as their vaccination records, and any disciplinary issues you have been involved in. We will only hold data for legitimate purposes.

Drivers: we hold along with your personal details, a record of your drives and the results of these drives and any disciplinary issues that you have been involved in.

Owners: along with your personal details, we hold details of all horses you have owned (outright), syndicates you have been in or horses that you have leased.

Assistant Trainers and Grooms: along with your personal details we hold details of the trainer you work for, and any disciplinary issues you have been involved in.

Employees: we hold a variety of information including for example (but not limited to): personal details, employment record, salary information, health records, bank information, training records, disciplinary records, tax, national insurance and pension information.

Directors, Stewards and other volunteers: we hold your personal details, along with ID photographs, and details of your service.

We collect and store Stewards Reports (a summary of which can be found on our website), video footage of races which is stored for retrospective stewarding and for use in any disciplinary hearings as needed. We keep records of Integrity Tests taken and the results of these tests. A summary of testing is displayed on the website.

We do not keep records of your credit or debit card details used when you make online payments using the Worldpay (UK) Ltd. The BHRC will only keep your bank details if you give us permission to do so.

HOW WE USE YOUR DATA

We will use your data to conduct our business (registering horses to race, issuing licences, taking race entries, producing race cards, keeping records and results, taking and processing of integrity tests, results and cases, to pursue a debt, whilst ensuring the rules of racing and the Rules and Regulations of the BHRC are upheld.

HOW WE KEEP YOUR DATA SECURE

Paper based information is held in a secure (locked) filing cabinet. Paper information is disposed of by shredding or burning and is held in line with our Data Retention Policy.

Electronic information is held on a secure system. A daily backup is carried out, with backups being held at a separate site. The BHRC uses up-to-date anti-virus software. Sensitive information is encrypted. Where personal sensitive data needs to be emailed to others it is encrypted/password protected.

HOW LONG WE HOLD YOUR DATA

We will hold performance records and videos of horses and trainers indefinitely. This will help to ensure the history of harness racing horses.

Integrity and disciplinary information will be kept for as long as you are a licence holder plus a period not exceeding 10 years.

Employment information will be kept for a period not exceeding 10 years from cessation of contract.

Personal information (such as addresses, telephone numbers etc) will be kept for as long as you are a licence holder plus a period not exceeding 5 years.

WHO WE SHARE YOUR DATA WITH:

Outside of the BHRC we may legally share your information with others.

This may include: companies providing accountancy and IT services to the BHRC and with statutory bodies such as HMRC, Companies House etc. Personal data may also be shared with government bodies including Police, Crown Prosecution Service, Small Claims Courts, RSPCA, Trading Standards if needed to investigate any suspected illegal activities, welfare breaches or in the pursuance of a debt.

We also share data with organisations that we work with such as Track Promoters to enable them to process race entries and pay out prize monies, STAGBI – to ensure that passport information is accurate and up-to-date, TrotBritain – to reduce duplication for owners/trainers/drivers, IHRA – to allow for the smooth transition of racing in both GB and Ireland, LeTrot and other overseas harness racing governing bodies – to enable our owners/trainers and drivers to pursue their interests in harness racing in other countries and other international trotting organisations.

We will not share data with countries outside of the EEA without seeking guidance from the ICO. All organisations that we share data with MUST sign a BHRC Data Sharing Agreement. Minimal information is given.

Data such as basic information about Integrity Tests taken, a summary of Stewards Enquiries/fines etc will be shared on our website. We only share basic, necessary information. We will share anonymised information with other regulatory bodies and laboratories in order to work towards a clean sport.

YOUR RIGHTS:

You have a right to:

Ask to see the information we hold on you – you must put this request in writing. We will ask for proof of ID to make sure that we are only giving your data to you. You must give us a reasonable time to collect this data and get it to you. We aim to do this within one month.

To have the data deleted if it is out-of-date, or corrected if it is incorrect. This will be completed without undue delay.

We will not use your data for marketing purposes – if somebody contacts you saying they have got your information from us please put the phone down and notify us.

You have the right to change your preferences. You may have ticked boxes on your licence application(s) or renewals that you now want to change. Please notify us in writing if you wish to do so.

You have a right to complain if you are unhappy with how we treat your data. Please put your complaint in writing to the BHRC Office marked FOR THE ATTENTION OF THE DIRECTOR RESPONSIBLE FOR DATA.

You also have a right to make a complaint to the Information Commissioner's Office, (ICO), Whycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email them at www.ico.org.uk

This Data Policy was updated Jan 2022 and will be reviewed at least annually.

The BHRC is the regulatory body for the sport of Harness Racing in England, Scotland and Wales only. Our address is The BHRC Office, Delfryn, Llwynpiod, Llangeitho, Tregaron, Ceredigion, SY25 6TA OR email bhrc.office@yahoo.co.uk. Our Company Registration Number is: 02118925. We are registered with the Information Commissioner. Our staff and directors have undertaken GDPR training.

Related documents:

Data Procedure

Data Retention Policy

Data Sharing Agreement form