



## DATA PROTECTION

**WHAT WE KEEP:** The QH runs legal hunting and other hunting-related activities along with its supporters' association We – QH Admin – keep personal information (name and address, phone number, email address and so on) about subscribers and supporters who may wish to participate, and about those such as farmers, landowners, shoot captains and pony paddock users with whom we need to stay in touch and keep informed. And to help ensure the safety of those participating, we may keep information on anyone else seen to follow the QH. We also keep employment-related information for employees.

We do not keep personal information for any longer than is necessary to fulfil the purpose for which we have needed to hold it.

**WHERE DO WE KEEP IT:** Our records are not held in publicly accessible locations and are password-protected. Any such records shared between our sites using a third-party service are encrypted. Our emails and address lists are held centrally by a third-party service and are encrypted.

**WHAT WE PASS TO OTHERS:** We do not pass such personal information to third parties unless the law says we must, but there are two exceptions:

- anyone booking and paying for a cap (day's hunting) via Melton Hunt Club (MHC) will of necessity have such details shared with MHC
- since it is a requirement that QH subscribers hold sufficient third-party liability insurance cover, QH subscribers indicating that they hold current CA membership are asked for their agreement to our confirming their membership with the CA. If they don't wish us to do this they may be asked for further details of their insurance cover

**HOW WE COMMUNICATE:** We stay in touch mainly by email and phone. Those who pay subscriptions are asked on the subscription or membership form if they want regular communications from us, and they must elect to receive them. Others such as farmers whose land we cross and to whom we send such communications as a courtesy may wish to opt out. If you want us to stop communicating with you, or want to find what information if any we keep about you or want us to amend or delete any such information, please contact the Hunt Secretary or Supporters' Association Secretary as appropriate or use *Unsubscribe* on the website's Contact page or the *Unsubscribe* link at the end of our emails where such a link is provided. We might ask for further ID that proves you are you!

### WHO IS RESPONSIBLE

QH Hunt Secretary is Data Controller.