



GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

Updated 01 December 2025

Overview

This policy outlines how Stoke Lane Stables complies with the UK General Data Protection Regulation and the Data Protection Act 2018. It ensures that all personal data is handled lawfully, fairly, and transparently. Stoke Lane Stables is registered with the Information Commissioner's Office (ICO) number ZC058236.

1. Scope

This policy applies to:

- All associates¹, freelancers, and volunteers
- All personal data relating to clients, horse owners, employees, and visitors

2. Key Principles

Stoke Lane Stables adheres to the following GDPR principles:

- **Lawfulness, fairness, and transparency** – Data is processed legally and openly
- **Purpose limitation** – Data is only used for specific, legitimate purposes
- **Data minimisation** – Only necessary data is collected
- **Accuracy** – Data is kept up to date
- **Storage limitation** – Data is not kept longer than necessary
- **Integrity and confidentiality** – Data is kept secure
- **Accountability** – The stables is responsible for compliance

3. Lawful Basis for Processing

We only process personal data where there is a lawful basis, including:

- **Contract** – e.g. livery agreements, associate contracts, riding lessons
- **Legal obligation** – e.g. health & safety, insurance records
- **Legitimate interests** – e.g. yard management, communication
- **Consent** – e.g. marketing emails, photos on social media

4. Types of Data Collected

We may collect and process:

- Contact details (name, phone, email, address)
- Emergency contact information
- Payment and billing information
- Horse-related records (ownership, health, vet/farrier details)

- Associate employment records

5. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion (where applicable)
- Restrict or object to processing
- Data portability (where applicable)
- Withdraw consent at any time

Requests should be responded to within **one month**.

6. Data Security

Stoke Lane Stables ensures:

- Secure storage (locked cabinets and password-protected systems)
- Limited access to authorised personnel only
- Safe handling of paper and digital records
- Regular review of security practices

7. Data Retention

- Personal data is retained only as long as necessary
- Retention periods are defined in the Data Protection Policy
- Data is securely deleted or destroyed when no longer required

8. Data Breaches

In the event of a data breach:

- It must be reported immediately to the responsible person
- The breach will be assessed and recorded
- Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours where required
- Affected individuals will be informed if there is a high risk

9. Data Sharing

We may share data with:

- Veterinarians, farriers, and equine professionals
- Payment providers and insurers
- Regulatory authorities where required

All third parties must handle data securely and lawfully.

10. Responsibilities

- The **Proprietor** is responsible for GDPR compliance
- All associates must follow this policy and receive basic data protection awareness

11. Training & Awareness

- Associates will receive guidance on handling personal data
- Updates will be provided when laws or procedures change

12. Policy Review

This policy will be reviewed annually or when there are changes to legal requirements or business operations.

¹ **Associate** - A self-employed individual engaged by Stoke Lane Stables to provide professional services, including instructors. Associates are not employees, and this term does not create an employment relationship.