

# **SOUTH WESTERN ASSOCIATION OF THE WELSH PONY AND COB SOCIETY**

## **PRIVACY POLICY**

This policy explains how information about you is used by the South Western Association of the Welsh Pony and Cob Society (SWA).

### **1. The information we gather**

The SWA gathers certain information about members which may include, without limitation, your name, contact details, date of birth and gender. Such information is never passed to other parties for the purpose of marketing or for any other use deemed inappropriate unless required by law or statutory requirements.

### **2. Information about third parties**

Information processed as described in this notice may also include information about third parties whose details members supply to the SWA.

### **3. Systems used to process data**

Apart from information gathered directly from members, and from the SWA website and other technical systems which may include, for example:

- Computer networks and connections
- Website
- Communications systems
- Email and instant messaging systems
- Intranet and internet facilities
- Telephones, voicemail, mobile phone records
- And other hardware and software owned, used or provided by or on behalf of us.

Some limited personal data may be collected from monitoring devices and systems such as closed circuit TV and door entry systems when this might be appropriate.

### **4. Reasons for processing**

Information is processed for the following reasons:

- To fulfil contractual obligations that SWA may have as a result of membership with the SWA
- Compliance with legal, regulatory and corporate governance obligations and good practice
- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Operational reasons, such as providing information to members about the SWA and WPCS and their activities and undertakings
- Ensuring the confidentiality of commercially sensitive information
- Security requirements, investigating complaints and allegations of criminal offences
- Statistical analysis
- Analysing membership preferences and improving our services
- Providing support services as part of SWA membership

## 5. **Disclosure and exchange of information**

The SWA may disclose and exchange information with our parent society, The Welsh Pony and Cob Society, as well as with law enforcement agencies and regulatory bodies for the above reasons. Measures are in place to ensure that there is appropriate security for information the SWA holds.

## 6. **Sensitive personal data**

Members may also supply the SWA with sensitive personal data relating to their physical or mental health, or criminal record, which would only be gathered if requested to do so by relevant authorities. The SWA will usually only collect and record sensitive personal data with members' prior consent. However, occasionally it may do so without consent where required or permitted to do so by applicable law.

## 7. **Information from entry forms**

Information from show entry forms will be stored securely and the name and address and details of entries will be published in the show catalogue (if applicable). Information will be passed to our printers solely for the purpose of formulating the catalogue. Results information including photographs may be published (in printed form and online) both to the press, other societies, showing organisations and in the Association's or Welsh Pony and Cob Society's publications. Information may be supplied to DEFRA, trading standards and veterinary advisors if requested by them. The making of an entry is irrevocable consent for the storage and disclosure of information in this way and such information will be destroyed or deleted (if held electronically) after 3 years.

## 8. **Consent**

Members have the right to withdraw consent for holding their personal data at any time. In order to do so you should contact the Secretary or relevant Show Secretary by email or letter. Under Data Protection legislation members have a right to request access to information held about them and should contact the Secretary by post or email. You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

# **SAFEGUARDING POLICY**

## **Introduction**

1. Everybody has the right to be safe no matter who they are or what their circumstances, safeguarding is about protecting everyone from harm, abuse or neglect. This particularly applies to children, young people and vulnerable adults. A good approach to safeguarding includes clearly assessing risk and taking actions to mitigate these risks.

## **Proportionate Safeguarding Measures**

2. The level and nature of any particular safeguarding approach should be determined by, and proportionate to, the risk inherent in the activities of the organisation. The process should include a review of activities, with proportionate safeguarding measures, keeping a sense of perspective and proportion between benefit and risk and being appropriate to the activities involved.

## **Identify Level of Risk**

3. To achieve this it is necessary to define the level of risk associated with the activities of the SWA, and publish a complaints procedure for recording allegations and incidents. As the

SWA does not work in close and unsupervised contact with vulnerable adults and children, there is no requirement for a Disclosure and Barring Service (DBS) check which have limitations in themselves and are just one part of the safeguarding process.

### **Responsibility**

4. In the case of the SWA, contact with children and vulnerable adults is limited to their presence at events organised by the SWA such as shows, clinics, awards, social events, and in most cases and in the first instance, children will be with a parent or other appropriate adult who is responsible for their welfare. In DBS terms, this is considered a regulated activity with children but does not necessarily require anyone to be DBS cleared. However, at all events a person needs to be on site to be identified as the person to whom complaints should be made. At SWA shows, the Show Secretary will be responsible and for other events, the appointed Organiser is responsible.

### **Handle and report incidents and allegations**

5. A clear complaints procedure is set out below which defines where and to whom and how any complaints should be made. At shows, it is the Show Secretary and usually the rule that any complaints needs to be made within 30 minutes of the incident happening but in the case of alleged abuse or assault, identification of a responsible person at that event needs to be readily available to investigate any such allegations. All incidents need to be recorded in a secure and responsible way. If it involves alleged criminal behaviour the incident should be reported to the police. For events other than SWA shows, the person responsible is the Organiser.

### **Bullying and Harrassment**

6. All members should develop an awareness of the impact of their conduct on others and show courtesy to other members of the SWA, referring to people only by their chosen name. Language should be used with care and sensitivity, and members should consider the possible impact of their behaviour on others around them. Behaviour, which amounts to bullying, harassment or victimisation, will not be tolerated. All members should be aware of their own conduct, avoid colluding in inappropriate behaviour and cooperate fully in any complaint procedures.

### **Health and Safety**

7. A separate policy is published on this subject.

### **Complaints Procedure**

8. Complaints about any aspect of the activities of the Association and/or inappropriate behaviour of members must be made in writing, either by letter or email, to the Secretary in order for them to be investigated by the committee. A response will be provided by the Chairman to the complainant after the investigation has taken place.

## **SOCIAL MEDIA AND INTERNET POLICY**

### **General**

No member of the South Western Association of the Welsh Pony and Cob Society (SWA) shall conduct himself or herself in a manner or be guilty of behaviour which is derogatory to the character or prejudicial to the interests of the SWA or any other person or institution and in particular (but without prejudice to the generality to the foregoing) no member shall behave in an abusive or unpleasant manner to any person at any show or at any other location where SWA or WPCS business is being transacted or via social media or the internet or via any publication in whatever format or via any other written or electronic format.

## 1. **Introduction**

The SWA acknowledges the importance of the internet and social media sites such as Facebook, Twitter, LinkedIn, home web-pages, chat rooms, messaging services and all other forms of electronic communication and the role that “social media” plays in the day to day lives of members. This policy applies to all SWA members when using social media and the internet. Failure to adhere to this policy could lead to disciplinary action being taken against a member.

## 2. **Using social media**

2.1 Unauthorised use of the name ‘South Western Association of the Welsh Pony and Cob Society’ or ‘SWA’ in its title or such other title that implies it is authorised to be used for SWA business is forbidden. Authorisation can only be given by the committee after due consideration to its use and benefit.

2.2 Members should be aware that the SWA may from time to time carry out internal searches to identify postings which include references to the SWA and its members.

2.3 Images produced by the SWA are the subject of copyright and should not be copied or used in social media save as provided in the SWA website user terms and conditions (see Para 4).

2.4 Members should ensure that any material that they transmit or post to social media is clearly stated to be their personal view and is not held out to be, or could be mistaken as, the view of the SWA.

2.5 Members must not post or transmit :

2.5.1 any material which could damage the name or reputation of the SWA, its members or former members, or which is derogatory to the character of or prejudicial to the interests of the SWA or any members or officials or judges.

2.5.2 any material relating to the SWA, members or former members or their horses or ponies, or their business or private lives or which could otherwise be associated with or which may reasonably be attributed as coming from the SWA.

2.5.3 anything that is threatening, defamatory, obscene, indecent, offensive, pornographic, abusive, liable to incite racial hatred, discriminatory, menacing, scandalous, inflammatory, blasphemous, in breach of confidence, in breach of privacy or which may cause annoyance, distress or inconvenience.

2.5.4 anything that constitutes or encourages conduct that would be in breach of SWA rules, or constitutes a criminal offence, or which could give rise to civil liability, or otherwise be contrary to the laws of, or infringe the rights of any third party in the UK or any other country.

## 3. **Disclosure under law or regulation**

You should be aware that the SWA will fully cooperate with any law enforcement authorities or court order requesting or directing the SWA to disclose the identity or locate anyone posting any material in breach of this policy. If we are requested by the police or any other regulatory or government authority investigating suspected illegal activities to provide your personal information, the SWA is entitled to do so.

#### 4. **SWA Website and Facebook Page**

4.1 The SWA website and Facebook page are to be used solely for promotion of SWA and Welsh Pony and Cob Society notices, SWA shows and events

4.2 Content will not be uploaded, distributed or otherwise published that is confidential, false, fraudulent, defamatory, threatening, invasive of privacy, infringing intellectual property, illegal or encourages criminal offence.

4.2 Content is copyright and may not be copied electronically without the permission of the owners.

4.3 Links on the SWA website and Facebook may be included for relevant businesses, eg show photographers, as appropriate.

4.4 Conditions contained in the SWA Privacy Policy apply at all times.

### **HEALTH & SAFETY POLICY**

#### **General**

Under the common law, voluntary organisations and individual volunteers have a Duty of Care to everyone using South Western Association of the Welsh Pony and Cob Society (SWA) services or exposed or affected by SWA activities. To achieve this all members have a moral and legal obligation to ensure that everyone associated with its activities is fully protected from any personal physical and/or emotional harm when engaged in SWA activities. The following is in place to cover Health & Safety aspects and should be read in conjunction with the contents of the Safeguarding Policy.

#### 1. **Legal position**

Health & Safety (HSE) legislation does not, in general, impose duties upon someone who is not an employer, self-employed or an employee and HSE and local authority H&S officers have no power to investigate incidents or pursue enforcement action in relation to most purely voluntary activities.

#### 2. **Risk Assessment**

A risk assessment be carried out for all SWA events which includes all shows, clinics, meetings, and social events. In writing these it is acknowledged that equines impose physical risks on their owners and handlers which are included in said risk assessments.

#### 3. **First Aid**

All SWA shows have qualified first aid present for the duration of the show and the event will be stopped or abandoned if circumstances require qualified first aiders to leave the site for any reason and no liability shall attach to SWA if that occurs.

#### 4. **Accident/Incident Book**

An Accident/Incident Book is held by the Secretary and any such accident/incident is recorded whether or not there is any reported injury to individuals or damage to property.

#### 5. **Other Measures**

Further measures may be put in place as decided by the committee and to comply with current legislation.