

MEC Privacy Policy

This policy explains who and why we use personal information.

About us

We are Moreton Stables Partnership and Moreton Equestrian Limited (MEC), companies registered in England and Wales (Company No. 05598124) with its office at Moreton Stables, Manor Farm Yard, Moreton, Dorchester, Dorset DT2 8RF

What information we collect

If you purchase services from us, communicate with us, or do business with us, this will result in us collecting personal data about you (for example, we collect the name, address, email, fax and telephone number of business contacts).

How we use your information

We only ever use your personal data with your consent, or to the extent necessary to:

- Administer an event;
- enter into, or perform, a contract with you;
- comply with a legal duty;
- for our own (or a third party's) lawful interests (such as marketing, internal record keeping, market research or to improve our products) provided your rights don't override these.

We will only use your information for the purpose it was collected (or for similar/related purposes).

Website

When someone visits www.moretondorset.co.uk, we may collect standard internet log information and details of visitor behaviour patterns. We may do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We would not make any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Newsletter

We deliver our monthly e-newsletters by email. We will ask you to opt in in order to receive this newsletter and you will be required to provide your email address. However, from time to time we would like to contact you with details of other news, services, offers and competitions. We will never share it with any third party. You may opt out at any time by emailing us at enquiries@moretondorset.co.uk.

Online event entry

We use a third party provider for our event booking, Equo who are part of Time Inc. (UK) Ltd Specialist Network. For more information please see their privacy notice www.timeincuk.com/privacy.

Facebook page

We use a third party service, Facebook, to publish our updates and events. This site is hosted at www.facebook.com/Moreton-Equestrian-Centre-164668770224701. For more information please see their privacy policy at www.facebook.com/privacy.

Liveries

For our Liveries, this includes using personal data to the extent necessary to perform our contractual obligations (such as administering their accounts and providing them with services).

We will never sell your personal data or share it with third parties who might use it for their own purposes.

Job applicants, current, and former MEC employees

MEC is the data controller (determines the purposes and means of processing the personal data) for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at enquiries@moretondorset.co.uk.

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of MEC, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- If we make a final offer, we will also ask you for the following:
 - Bank details – to process salary payments
 - Emergency contact details – so we know who to contact in case you have an emergency at work

Recruitment Agencies

At times we may use third parties who provide elements of our recruitment service for us. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing enquiries@moretondorset.co.uk.

Secondments

We also offer opportunities for people to come and work with us on a secondment basis. We accept applications from individuals or from organisations who think they could benefit from their staff working with us.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

Complaints or queries

MEC tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

Access to personal information

MEC tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the MEC for any personal information we may hold you need to put the request in writing addressing it to Elizabeth Frampton-Hobbs, or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting Elizabeth Frampton-Hobbs.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 10th May 2018

How to contact us

If you want to request information about our privacy policy you can email us or write to:

Elizabeth Frampton Hobbs (enquiries@moretondorset.co.uk)

Moreton Stables, Manor Farm Yard, Moreton, Dorchester, Dorset DT2 8RF