

BRITISH HORSERACING DEVELOPMENT PROGRAMME PRIVACY NOTICE

What does this policy cover?

This policy describes how the British Horseracing Authority Limited (also referred to as "the BHA", "we" or "us") will make use of your data where you apply for the British Horseracing Development Programme ("British Horseracing Development Programme").

The BHA manages the application and selection process for the British Horseracing Development Programme.

This policy also describes your data protection rights, including a right to object to some of the processing that the BHA carries out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

What information do we collect from you?

We collect and process personal data about you when you submit the application form and/ or CV to join a British Horseracing Development Programme. This includes all information you provide to us in your application form and/ or CV, specifically:

- your name;
- your gender;
- your age/date of birth;
- your home address, email address and phone number and;
- other details provided in your application form and CV, such as references, work history and qualifications. It may also include additional personal data that is not required but that you may choose to volunteer.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. In particular, we may receive information about you from your current or previous employers or other third parties that you have suggested to provide references.

We may also carry out open source internet searches on websites such as (but not limited to) Google, Facebook and Linked In.

How do we use this information, and what is the legal basis for this use?

We process this personal data in order to **pursue our legitimate interests** in considering and administrating your application.

Who will we share this data with, where and when?

We will share your personal data for the purposes of contacting your referees.

We will share your personal data with the British Racing School for the purposes of administering and delivering the British Horseracing Development Programme.

We will share your personal data with the placement sponsors for the British Horseracing Development Programme (as listed on our website) for the purposes of considering and administering your application and in the event that you are successful in your application, your personal data will be shared with the placement sponsor selected for your placement. It is important to note that where you are selected to carry out your placement as part of the British Horseracing Development Programme at a sponsor other than the BHA, your personal data will be subject to further processing by the placement sponsor pursuant to their own privacy notice.

Personal data may be shared with government authorities and/or law enforcement officials if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

What rights do I have?

You have the right to **ask us for a copy** of your personal data; to **correct, delete or restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format** and to ask us to **share (port) this data to another controller**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch by emailing dataprotection@britishhorseracing.com. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

How long will you retain my data?

Where you are successful in your application:

- We will retain your personal data for a period of three years following the end date of your placement.
- We will retain certain personal data limited to; your name, the location of your placement and your completion year indefinitely to keep a record of the British Horseracing Development Programme.
- We will retain your email address to administer the Programme's Alumni Group. You can opt out of the Alumni Scheme at any time by emailing info@careersinracing.com.

Where you are unsuccessful in your application, we will retain your application form for a period of one year following the date of receipt unless we receive a request from you to delete your information earlier than this.