

HORSE RIDING OXSHOTT FOREST PERMIT APPLICATION





**THE CROWN ESTATE
DATA PROTECTION ACT 1998 - FAIR PROCESSING NOTICE**

Definitions

Under the definitions in The Data Protection Act 1998 ("the Act"), The Crown Estate is the Data Controller.

Information We May Collect From You

We may collect and process the following data about you:

- Information that you provide by filling in forms or providing verbally to register an interest in or apply for membership, to request further information or to make a booking;
- If you contact us by telephone, email, web form or letter, information that forms a record of that correspondence and your contact details.
- Financial information you supply us to process a payment;

If you visit Windsor Great Park or The Crown Estate websites, further information may be collected – please refer to the Privacy Policy available on www.windsorgreatpark.co.uk or www.thecrownestate.co.uk.

We treat all such data as Personal Data for the purposes of the Act.

Where We Store Your Personal Data

The data we collect is stored on information technology systems owned and run by The Crown Estate. All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure and although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted over the Internet to our site; any transmission is at your own risk. Once we have received your information, we will use all necessary procedures and security measures to try to prevent unauthorised access, loss, disclosure or amendment. Some data will be held on paper in 'relevant filing systems' defined under the Act and subject to management and destruction under a Retention and Disposal Policy.

How Your Personal Data Will Be Processed

We use information about you in the following ways:

- To provide you with information on products or services provided by us that you request or which we feel may interest you where you have consented to be contacted for such purposes;
- To process your application for a membership and to manage your membership;
- To notify you about changes to our service;
- To perform analysis with the aim of improving the services we provide.

We may give your personal data to third parties where:

- It is necessary for them to provide you with services on our behalf;
- We are under a duty to disclose or share your personal data in order to comply with any legal obligation or in order to enforce agreements or contracts or to protect our rights, our property, or the safety of our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud prevention and credit risk reduction.

We will not sell your personal data to a third party for the purposes of direct marketing.

Your Rights

You have the right to see what data we hold about you. This includes a description of the data being processed, the purposes of processing and any recipients to whom the data is disclosed. To exercise this right, you must make a Subject Access Request in writing to the Data Protection Officer at The Crown Estate, 16 New Burlington Place, London W1S 2HX, stating the information you require. We do not charge the fee prescribed in the Act. We may contact you to verify your identity or to clarify the precise information you require before processing your request, and will answer your request within 40 calendar days.

You have the right to ask us not to process your personal data for direct marketing purposes. You will be given an opportunity to exercise your right to prevent processing for direct marketing purposes at the time of collection. However, you can withdraw your consent to receive marketing material at any time by contacting Windsor Great Park team.

You have the right to correct your personal data at any time. Please contact Windsor Great Park team.

You have the right to prevent any unwarranted processing likely to cause damage or distress. If you feel that this situation has arisen or may arise, please contact Windsor Great Park team. Please note that this will not include processing where it is necessary to fulfil a contract or where a legal obligation for us to process the information exists.

Transfer of Personal Data Outside the European Economic Area

We will not transfer your personal data out of the European Economic Area.

For Membership queries contact us:

Tel: 0845 603 6228 Email: membership@windsorgreatpark.co.uk

Staff to complete

Membership type selected - tick appropriate box.

Annual Individual Riding - from 1 June £200

6 month Individual Riding - from 1 November £130

Amount paid:..... Date paid:

Staff initials:.....

This page should be kept by the purchaser as proof of purchase.

The Direct Debit Guarantee
This Guarantee should be detached and retained by the payer



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Crown Estate will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Crown Estate to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by The Crown Estate or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when The Crown Estate asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Horse Riding Permit Application Form

When completed, please send this form to:

Freepost RRSX-SSCA-HLYB, Horse Riding Permits, The Crown Estate Office, Windsor Great Park, Windsor, SL4 2HT

If you have any queries, contact our membership department on 0845 603 6228

1. Your details

First name: Last name:

Address:

..... Postcode:

Daytime telephone: Email:

Emergency phone number of next of kin:

Name and address of livery stable if applicable:

Name:

Address:

Data Protection Act 1998: The Crown Estate will use the information given on this form only for the purpose of processing your membership. We will never share this information onto third parties. If you would like to receive e-mail communications on news and events please tick this box.

2. Membership type Select the membership level that best suits your needs: ✓ tick appropriate box

Annual Individual Riding - from 1 June £200

6 month Individual Riding - from 1 December £130

3. Method of payment please ✓ your preferred method

Payment by Direct Debit – Please fill in and sign the Direct Debit form below

Payment by Credit or Debit Card – We are pleased to accept MasterCard, Maestro, Cirrus, Visa, Delta and Switch cards

Card number:

Expiry Date (mm/yy): / Security code (3 digit number on the back of the card)

Payment by Cheque made payable to The Crown Estate Amount of cheque: £.....

Please fill in the form and return it to:
Freepost RRSX-SSCA-HLYB, Horse Riding Permits, The Crown Estate Office, Windsor Great Park, Windsor, SL4 2HT



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Name and address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

..... Postcode,

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Bank Sort Code

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

Originator's Identification Number

4	2	3	3	4	8
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Reference (to be completed by The Crown Estate)

Instructions to your Bank/Building Society:
Please pay The Crown Estate Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct debit Guarantee. I understand that this instruction may remain with The Crown Estate and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)

Date

Staff to complete

Amount paid: Date paid: Staff initials:

4. Terms and conditions

Attach current passport photo here:



Passport photo attached

I enclose a copy of the current certificate of insurance - with a minimum of £5 million third party liability. (please ✓ box)

I have read and agree to the Riding Permit Conditions. (please ✓ box)

Your signature: