

# THE HUNTING OFFICE

Overley Barn, Daglingworth, Cirencester, Gloucestershire. GL7 7HX

## Privacy Policy

### Introduction

The Hunting Office is the administrative centre for the Council of Hunting Associations. It represents and supports packs of hounds from thirteen hunting associations in England, Scotland and Wales, providing advice on all matters regarding hunting activities, hunt management and hound health and welfare. The Hunting Office helps and advises Masters, Officials and Staff of the registered hunts of the Hunting Associations it represents. The Hunting Office runs the Hunt Staff Registry for Hunts looking for staff, and for Hunt Staff looking for jobs. It also administers the Combined Public and Employers Liability Insurance Scheme for Hunts and the Personal Accident Scheme for Hunt Staff. The following hunting associations are administered directly by The Hunting Office:

- Masters of Foxhounds Association (MFHA)
- Association of Masters of Harriers and Beagles (AMHB)
- Central Committee of Fell Packs (CCFP)
- Masters of Deerhounds Association (MDHA)
- Masters of Bassets Hounds Association (MBHA)
- Masters of Mink Hounds Association (MMHA)
- Federation of Welsh Packs (FWP)
- Association of Working Longdogs (AWL)
- National Coursing Club (NCC)
- Whippet, Saluki & Deerhound Coursing Association (WSDCA)
- National Working Terrier Federation (NWTF)
- Masters of Drag and Bloodhounds Association (MDBHA)
- The Hawk Board

### Personal Information

The Associations retain information about their members. The Hunting Office retains information about each association, their members as well as individual hunt staff and officials. Upon joining or renewing annual subscriptions, each association requests certain personal details such as Name, Address and contact details. This data is used for giving advice and information to members as well as giving regulatory updates and promoting training courses, events and other activities run by The Hunting Office or its associations. Communication is usually via email or post, but can be verbal if of a more urgent nature. Member details of the associations are also used by The Hunting Office to collate Members Handbooks which are sent out to all association members for their reference.

### How we collect information

When you actively sign up to the association's membership or communicate with us, you may choose voluntarily to give certain information (for example by filling in text boxes or completing registration forms). This information requires direct action by you at the time in order for us to receive it. There is the option to opt out of future communications should you wish to do so when giving this information.

Members have applied consent to their respective Association by actively giving their details when subscribing. In doing so, they are allowing active communication from the association on such matters as stated above. There will always be an option for any of our members to opt out of any further.

### How long we retain information for

The Hunting Office and its associations will not retain information for longer than necessary. We will only hold onto the information you provide either for as long as you are a member or for the purposes of being able to comply with data requests made by former members (in the latter case we would obtain consent from the data subject before information is given out). If legally required or if it is reasonably necessary to comply with regulatory Codes of Practice & governance requirements, resolve disputes, prevent fraud or abuse or if we have a legitimate interest, we may also retain information for a limited period of time as required, even after you are no longer a member or no longer associated with The Hunting Office or its associated organisations. The data subject is entitled to request complete removal of all their personal data from our system at any time.

### Consent

The Administrative Body for:

MFHA ~ AMHB ~ MBHA ~ MMHA ~ MDBHA ~ MDHA ~ CCFP ~ FWP ~ AWL ~ NCC ~ WSDCA ~ NWTF  
The Hunting Office is an Appointed Representative of Lycett, Browne-Swinburne & Douglass Ltd  
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The Hunting Office or its associations will not contact any persons for whom we do not have consent to do so. We understand that you trust us with your personal information and we are committed to ensuring the security and privacy of your personal information. You are able to do any of the following:

- You can verify the details you have submitted by contacting The Hunting Office ([admin@huntingoffice.org.uk](mailto:admin@huntingoffice.org.uk) or 01285 653001).
- You can contact us to change, correct or delete any or all of your personal information. We may retain archived copies of your information as required by law or for legitimate business purposes (including helping address fraud and spam).
- You can unsubscribe from receiving any emails from us by clicking the “unsubscribe” link at the bottom of any email. Once you do this, you will no longer receive any emails from us.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact us with the above details.

## Use of Personal Information and How the Law Applies

There are times when it is not practical or feasible for The Hunting Office or its associations to obtain or record consent; however this information will only be used if there is a Legitimate Interest for us to do so, and in doing so your interests and rights as an individual are not harmed.

Historical Membership Data Archive – The Hunting Office and its associations represent and support hunting all over the UK and we think that members (both current and historical) would all advocate the use of information for the promotion and support of hunting, hunt staff and hunting activities. Information about previous memberships is kept in the archives at The Hunting Office and is referred to only as and when necessary, in doing so we feel that the interests and rights of current and previous members are not harmed. Historical data is not actively used for routine current communications.

Hunt Staff – The Hunting Office actively helps all hunt staff to further their career by active training as well as workplace support. Hunt Staff, who have previously been in contact with The Hunting Office or its member organisations, have undergone training or have used The Hunting Office services in support of work based changes, will continue to benefit from further support from The Hunting Office and their details are kept for the purposes of doing so. The information is not used for active communications and only referred to for purposes that will benefit hunt staff.

Hunt Followers – Sometimes people following a hunt are not a member and therefore may not be fully up to date with communications about hunting on that day. For all follower’s safety, as well as the safety of the hounds and others followers on horse, foot or in cars, it is important that people know who is following the hunt on a particular day. The Hunting Office tries to keep a record of recent people following hunts so that they can communicate this information to those in charge of any particular day.

## Changes to your data

From time to time The Hunting Office or its associations may need to contact those in its membership and database to make sure that we have accurate details for you.

## Data Sharing

The Hunting Office or its associations will not rent, swap or sell any personal information to other organisations. Information is only shared within The Hunting Office, it’s allied organisations, its direct associations and their members.

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.

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