

CONFIDENTIALITY CODE

What it means for YOU

Everything you tell us will be in absolute confidence. No-one outside of Racing Welfare will be informed without your consent, except in the very *exceptional circumstances* detailed below, when we would have a duty to disclose. Even in these circumstances, wherever possible, your consent would be sought.

What it means for US

Anyone who works within Racing Welfare is required to follow this confidentiality code no matter who they are. Any written information concerning a beneficiary is kept secure in locked cabinets.

Exceptional circumstances

- If there is a risk of harm to you or to others.
- If there is, or is likely to be, a serious breach of national security.

Confidentiality And Access To Personal Information

Racing Welfare (RW) aims to help all those who work or have worked in the thoroughbred racing and breeding industry or are dependents of the above, with any personal or family difficulty. RW provides a confidential, professional, specialised welfare service. When you use the service, it is necessary for RW to obtain and record information about you and your situation. This information is placed in a case file and kept secure in the RW office. Case files are kept 5 years after last contact and then destroyed.

All personal information is treated in accordance with the Data Protection Act (1998) which gives you the right to see and have a copy of the personal information held on you (with a few exceptions). You also have the right to challenge the accuracy of this information.

What do I do if I want to have access to personal information held on me?

You can write a letter providing enough details to enable the information you require to be identified. This request must be accompanied by proof of identity – a photocopy of your passport, driving licence or utility bill. Request to be sent to:

Chief Executive
Racing Welfare
Robin McAlpine House
20B Park Lane
Newmarket
Suffolk CB8 8QD

Once enough details have been received to identify the personal information you have requested, RW has 40 days to provide you with a full and complete response.

For a more comprehensive guide to Confidentiality and Access to Personal Information, including what to do if you think the information held on you is wrong, please contact Racing Welfare at the above address.

