



## **HEROS Charity Position Statement on Data Protection and Record Retention**

### **Scope**

HEROS is a registered charity based at North Farm Stud in Fawley near Wantage. The main focus of the charity is to retrain and re-home ex-racehorses for an appropriate life after racing and to offer training, advice and ongoing support on all aspects of equine care and resettlement. Through its retraining and rehoming scheme, and its education and training programmes, HEROS is supporting the racing industry in its commitment to the welfare of racehorses by training high quality skilled stable staff, and by providing ex-racehorses with a secure future. HEROS Charity was granted charitable status in July 2006 with help from RoR (Retraining of Racehorses), British Horseracing's official charity for the welfare of former racehorses.

### **HERO's Aims**

#### **Aims for Re-training and Rehoming Ex-Racehorses :**

- To re-train and re-home thoroughbred ex-racehorses to have a new life after racing.
- To assess each horse thoroughly and provide training for the most suitable discipline.
- Match each horse to its new owner or loanee.
- Provide ongoing support to ensure a sustainable, safe and healthy future for horses and their new owners/loanees.
- Provide a safety net for vulnerable and unwanted thoroughbreds when their racing days are over.
- Support the racing industry in its commitment to ex-racehorse welfare.

#### **Aims for Educating and Training People :**

- Provide quality experience and vocational training to people of all ages who want to work with horses.
- Increase knowledge, understanding, confidence and skill in horse handling and also in managing horses basic welfare needs.
- Support the racing industry by providing an alternative pathway for young and older people to enter the industry.



- Offer traineeships to encourage and increase the employability for those in receipt of Job Seekers Allowance or Universal Credits and not in full-time education.
- Offer an alternative route for extended education for young people wanting to leave school and gain a workplace qualification.
- Widen knowledge and improve standards in re-training thoroughbred ex-racehorses.

To make a request to obtain a HEROS policy documents please access <http://www.heroscharity.org/education-and-training/> or send an email to [education@heroscharity.org](mailto:education@heroscharity.org)

HEROS operate in accordance with the Data Protection Act 1998. In support of this clear and transparent operating rules have been established which must be complied with.

Failure to do so instigates investigation and will result in corrective action which serves to prevent, mitigate and/or manage any adverse effects.

We take all reasonable steps to avoid causing harm to individuals. On this basis we:

- retain information securely in the right hands, and maintain the quality of the information whilst disposing information which is no longer relevant in a careful manner.

### **Data Collection**

In the course of carrying out our education and charity function, we collect information from individuals and external organisations and gather a wide range of data/information, which is recorded/kept.

Records contain information that is a unique and invaluable resource and important operational asset such as name, address and telephone numbers.

We implement a systematic approach to the management of our records to protect and preserve our interest and this of our stakeholders.

Collection of data is required for:

- meet statutory requirements
- generate evidence/audit trail
- meet our operational needs
- preserve data of historic or intrinsic value.

### **Information Retention**



Information that is collected will take many different forms and are retained in hard copy and electronically. All the information held on our information systems (HEROS database, Athena) is not passed on to any third party that does not have the right to access it.

HEROS ensures that we:

- comply with the law and good practice
- ensure security of records
- respect individuals' rights
- are open and honest with individuals whose data we hold and share
- in house- data compliance officer (Grace Muir) to provide training and support to staff who handle personal data, to enable them to act confidently and consistently.

Periods and methods for record retention may vary dependent on the use.

Data requirements generally stipulate that operational, financial and audit trails are kept for 6 years unless otherwise stated such as historical data, learner achievements. This extended time is to serve operational needs or compliance with regulations and then disposed securely.

The retention or disposal of information is decided by the Data Compliance Off is taken in accordance with the following key considerations criteria as to whether the information is:

- required to fulfil regulatory requirements
- part of evidence/audit trail
- essential for our operations
- of historic/intrinsic value.

### **Record Disposal**

Retention of all records is not possible due to the space required by electronically and paper copies. Therefore, HEROS has appropriate arrangements for the secure disposal of data. HEROS acknowledges that there are potential risks with data retention and disposal. To reduce the risk to stakeholders and maintain proper function HEROS has an effective and secure system to retain and dispose of data that is no longer required in line with the correct procedures.

When HEROS needs to dispose of data there is consideration given to the method to ensure it is the most appropriate for the type of information, such as:

- Deletion (electronic copies)
- Physical destruction on site (hard copies - shredding)

### **Monitoring and review**



HEROS have a systematic monitoring process to ensure the relevance of this position statement. In addition any data which is collected with relates to the implementation of this statement will be used to inform the ongoing our function.