

Sidmouth Chamber of Commerce's Privacy Notice

Data Controller

The data controller is:

Sidmouth Chamber of Commerce
3 Fortfield Chambers
Sidmouth
Devon
EX10 8NY

Any references to 'we', 'us', 'the Chamber' or 'the Association' herein is to be taken to mean 'Sidmouth Chamber of Commerce'

To enquire about any aspect of this document or your associated data protection rights please contact the Executive Committee at the above address or via Email: info@sidmouthchamber.co.uk

All initial contact should be in writing (by post or email).

General

Sidmouth Chamber of Commerce collects and processes personal data in order to manage the management of the Association. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

Lawful reason for processing personal data

The processing of personal data for and on behalf of members will be carried out for the performance of the contractual arrangement as set out in the Constitution.

The processing of personal data in respect of members and non-members who take part in events organised by Sidmouth Chamber of Commerce will be carried out for the performance of the contractual arrangement in order to manage said event.

Sidmouth Chamber of Commerce act as the data Controller in accordance with GDPR.

Categories of personal data collected by Sidmouth Chamber of Commerce

We collect and process a range of information about you. This includes:

- Name of data subject
- Name of business (business entity only)
- Address
- Phone number
- Email address
- Website (business entity only)
- Business description (business entity only)

The information held will depend upon the nature of the data subject and purpose for which the data has been collected.

We may collect this information in a variety of ways. Most data will be supplied by the data subject, representatives of the data subject or authorised third parties.

Intended recipients of the personal data

Certain personal data is managed by the Executive Committee, limited data as recorded in minutes of Executive Committee meetings is available to the members.

Membership database is shared with the public via the website www.sidmouthchamber.co.uk by way of promoting the Association and its members.

Where the Sidmouth Chamber of Commerce uses non-chamber member support when running events certain information may be shared with the third parties who will be acting on behalf of the Sidmouth Chamber of Commerce, information is limited to the detail that is deemed necessary only.

Accounting records are subject to Independent Examination and are presented for review each year to a member.

No information other than that available through the website is released to third parties.

Legitimate interest of the controller

Whilst we may be primarily engaged to manage the affairs of our members and to promote the objects as set out in the constitution there is an expectation that, alongside that specific task, we will be processing personal data more generally to inform our members of other related matters.

In addition to the primary purpose we are permitted to process personal data for direct marketing purposes in pursuing the legitimate interests of the Association and to inform the members where it is deemed that processing is necessary for the performance of a task carried out in the public interest.

Processing of non-member personal data for any purposes other than to complete the original task for which the data was collected is not permitted. Where events are run on a repeat basis the data will be retained to allow direct marketing for that event only.

Retention period

Sidmouth Chamber of Commerce intends to hold all data for a period of up to 4 years following the termination of membership or the completion of an event unless this is superseded by the requirement to retain records for insurance purposes in which case the data will be held for a period 6 years.

What if you do not provide personal data? - Members

You are under no statutory or contractual obligation to provide data to the Association during the membership period. However, if you do not provide the information, we may not be able to complete the process as set out within the Constitution.

What if you do not provide personal data? – Non-Members

You are under no statutory or contractual obligation to provide data to the Association. However, if you do not provide the information, we may not be able to complete the process to allow your participation in an event.

Use of Data Processors

- **Email circulations**

As data controller we may use a third party data processor, MailChimp, to deliver our email communication. For more information, please see MailChimp's Privacy notice at www.mailchimp.com/legal/privacy/

Your rights as data subject

Right of access - where Sidmouth Chamber of Commerce is processing or has processed your personal data you have rights as an individual to get a copy of the information that we hold about you. This is known as a subject access request.

For these to be managed effectively, subject access requests must be made in accordance with the guidance issued by the Information Commissioner's Office (www.ico.org.uk/for-the-public/). All requests should be submitted to the Executive Committee.

Failure to submit a subject access request in this format may result in the request being rejected.

The right to rectification – you have the right to request rectification of your personal data where errors have been identified.

Any such request must be made verbally or in writing by post or via email to Sidmouth Chamber of Commerce and a response will be issued within one month of receipt.

Please note that there may be instances where such requests cannot be fully satisfied and in such cases a full explanation will be provided within the response.

The right to erasure - you have the right to request erasure (also known as 'the right to be forgotten') of your personal data.

Any such request must be made verbally or in writing by post or via email to the Executive Committee and a response will be issued within one month of receipt.

Please note that there may be instances where such requests cannot be fully satisfied and in such cases a full explanation will be provided within the response.

Right to restriction of processing - you have the right to obtain from us a restriction of processing where one of the following applies:

- a) The accuracy of the personal data is contested by you, for a period enabling us to verify the accuracy of the personal data.
- b) The processing is unlawful and you oppose the erasure of the personal data and request the restriction of its use instead.
- c) We no longer need the personal data for the purposes of processing, but you require us to retain the data for the establishment, exercise or defence of legal claims.
- d) An objection to the processing of personal data has been raised by you, for a period enabling us to consider whether your rights are overridden by our legitimate reasons to retain the data.

Right to data portability - where it is practicable to do so we will provide an active secure self-service system to provide your personal data held by us.

Where it is not practicable to provide an active self-service system, upon receipt of a 'right of access request' information held will be made available via a secure self-service system and direct access will be granted to you.

Where possible the data will be provided in a suitable electronic format which complies with the GDPR guidelines on data portability. Where this is not possible this will be explained.

Please note that the right to obtain access to personal data through a remotely accessed secure system should not adversely affect the rights and freedoms of others.

The right to object - you have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

Sidmouth Chamber of Commerce will adhere to the guidelines set by the Information Commissioner's Office upon receipt of an objection. The objection can be made verbally or in writing to the Executive Committee.

All processing will cease upon receipt of a relevant objection. Sidmouth Chamber of Commerce will issue a formal response to the objection within one month of receipt.

Automated decision making and profiling

Sidmouth Chamber of Commerce does not perform any tasks which rely solely on automated decision making or profiling.

Complaints or queries

Sidmouth Chamber of Commerce tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice has been drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Sidmouth Chamber of Commerce's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address above.

If you want to make a complaint about the way we have processed your personal information, in the first instance please contact the Chairman. If the Chairman is unable to satisfactorily deal with your complaint, or you are not satisfied with our response or believe our processing of your personal data is not in accordance with the law you can complain to the Information Commissioner.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.