

BEMBRIDGE HARBOUR TRUST

DATA PRIVACY POLICY

1. About this Policy

1.1 This Policy explains when and why the trust collects personal information about its Members, how we use it, how we keep it secure and your rights in relations to it.

1.2 The Trust may collect, store and use your personal data as described in this policy

1.3 The Trust reserves the right to amend this policy from time to time without prior notice. You are advised to check the Trust website for any amendments, but any amendment will not be retrospective.

1.4 The Trust will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details of GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk) For the purposes of GDPR the Trust will be the “controller” of all personal data it holds about you.

2. Who are we?

2.1 The Trust is a Company limited by Guarantee (registered no 05671595) and a Registered Charity (registered number 1120225). We can be contacted at the Company Secretary c/o Attrills boatyard, the Duver, St Helens, Isle of Wight, PO33 1YB, or by email: secretary@bembridgeharbourtrust.org

3. What information we collect and why

3.1 We collect only the Member’s name, postal address, email and phone number for the purposes of communicating with them and keeping them informed of meetings and progress with the Trust pursuing its Charitable objectives.

4 How we protect your personal data

4.1 The Trust has implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be a 100% secure.

4.3 The Trust will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

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5.1 The Trust will never sell your personal data. We will not share your personal data with any other third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

6. How long do we keep your information?

6.1 The Trust will hold your personal data on our systems for as long as you are a Member of it and for as long afterwards as it is in the trusts legitimate interest to do so or for as long as is necessary to comply with the Trust's legal obligations. The Trust will review your personal data every year to establish whether it is still entitled to possess it. If it is decided that the Trust is not entitled to do so, it will stop processing your personal data except that it will retain your personal data in archived form in order to be able to comply with any legal obligations.

6.1 The will destroy securely all data once we no longer need it.

7. Your rights

7.1 Under the GDPR Members of the Trust are entitled to the following:

- a. to access their personal data
- b. to be provided with information about how their personal data is processed
- c. to have their personal data corrected
- d. to have their personal data erased in certain circumstances
- e. to object to or restrict how your personal data is processed.

7.2 Members have the right to make complaints about how the Trust processes their personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

If you require any further information from the Trust about this Policy please contact the Company Secretary.

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