

WEALDEN BUSINESS GROUP

PERSONAL DATA POLICY – June 2019

Members, visitors and applicants for membership (“you”) of/to Wealden Business Group (“the group”) have rights to know what personal data of yours the group collects or holds, why, who it will be shared with and how long it will be kept. This policy provides that information.

In order to run the group, to fulfil our legal obligations, and to plan for the future (including marketing) we collect a range of personal data from you, such as –

- Full names and addresses of trustees: for legal compliance
- Names and contact details: for contacting you
- Photographs of members and visitors (including visiting speakers)

This data will be shared with members from time to time of the group’s committee and professional advisers bound by duties of confidentiality and may be shared with our insurers on a confidential basis.

The data will be stored in electronic form on cloud-based servers and perhaps on individuals’ laptops and mobile phones (or accessible from them), all of which are password-protected, and in paper form kept in committee members’ offices which are locked and alarmed when not occupied by the relevant committee member.

The retention and processing of the data is based in part on your consent (given on the application to become a member or on a specific consent form, and capable of being withdrawn by you in writing or orally), in part on fulfilling our legal obligations to government and our insurers, and in part on protecting our own legitimate interests in connection with the running of the group.

The data will be deleted or erased by us when none of those bases for retention and processing applies any more.

You also have the right to check what personal data we hold for you, to have it corrected or completed, and other rights in certain circumstances unlikely (in our view) to apply to you and us.

If you have any questions or concerns about our retention or use of your personal data, please contact the Secretary of the group: wealdenbusinessgroup@gmail.com

Reviewed and adopted: 14 June 2019