

## **Gussage Community Benefit Society Limited(GCBS) – General Privacy Policy**

This is the Gussage Community Benefit Society's Privacy Policy for the distribution of the Drovers Inn and GCBS news emails. Gussage Community Benefit Society Limited (GCBS) is registered in the United Kingdom with the Financial Conduct Authority (FCA number 7116). Our registered office is at: GCBS Ltd, Suite 3, Bignell Park Barns, Chesterton, Nr Bicester, Oxfordshire, OX26 1TD. The GCBS correspondence address is: The Secretary, GCBS Ltd, Otters Pool, Harley Lane, Gussage All Saints, Wimborne, Dorset BH21 5HD. There is a separate 'Members Privacy Policy' found under the Members section of our website [www.droversinngussage.com](http://www.droversinngussage.com).

If you have solely subscribed to our email news we only store the name and email address that you provided to us which may have been by email, paper or website request. We hold this information for email distribution of the newsletters and you can unsubscribe at any time. This notice explains how we use any personal information we collect about you. This policy sets out how we handle that personal data in compliance with applicable data protection legislation.

We recognise the importance of the correct and lawful processing of personal data in maintaining confidence in our operations. We fully endorse and adhere to the principles set out in the data protection legislation.

We collect and hold the name and email address that you have provided to us and you can help us keep our records up-to-date by telling us when your contact data changes.

### **1. The Purpose of The Policy**

- 1.1. This policy sets out how we will collect and process your name and email address.
- 1.2. We take seriously the protection of your privacy and we understand that you are entitled to know that your personal data will not be used for any unintended purpose and will not accidentally fall into the hands of a third party.
- 1.3. Our policy takes into account changes to data protection required by the EU General Data Protection Regulation (GDPR) in general and as it relates to the Gussage Community Benefit Society Limited.
- 1.4. The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. This information can be found at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org)
- 1.5. Except as set out below, we do not share, or sell, or disclose to a third party, any personal information we collect.

### **2. The basis on which we process information about you**

- 2.1. The law requires us to determine under which of the defined bases we process different categories of your personal information, and to notify you of the basis for each category.
- 2.2. If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data.
- 2.3. If the basis changes we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

### **3. Information we process because we have a contractual obligation with you**

- 3.1. We do not process non-members name or email address for any contractual purpose as it is solely used to distribute our news emails.

### **4. Information we process with your consent**

- 4.1. Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about

GCBS and the activities we are involved in, you provide your consent to us to process information that may be personal information.

- 4.2. We do not use cookies to store information about you on the GCBS website ([www.droversinngussage.com](http://www.droversinngussage.com)).
- 4.3. Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.
- 4.4. Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. We may aggregate it in a general way and use it to provide class information, for example to monitor the performance of a particular page on our website.
- 4.5. If you have given us explicit permission to do so, we may from time to time pass your contact information to a specific organisation to enable delivery of a project run by the GCBS.
- 4.6. We will continue to process your information to send you news emails until you withdraw your consent or it can be reasonably assumed that your consent no longer exists e.g. you change your email address or it becomes invalid.
- 4.7. You may withdraw your consent at any time by instructing us via [info@droversinngussage.com](mailto:info@droversinngussage.com), however, if you do so, we will not be able to send you our news emails.

## **5. Information we process because we have a legal obligation**

- 5.1. We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.
- 5.2. For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.
- 5.3. This may include your personal information.

## **6. Information provided on the understanding that it will be shared with a third party**

- 6.1. We do not collect information to share with a third party other than information where we have a legal obligation.

## **7. Complaining**

- 7.1. When we receive a complaint about GCBS, we record all the information you have given to us.
- 7.2. We use that information to resolve your complaint.
- 7.3. If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

## **8. Use of information we collect through automated systems when you visit our website**

- 8.1. Cookies – we do not use cookies on our website [www.droversinngussage.com](http://www.droversinngussage.com)
- 8.2. We provide a facility for people to sign up for our newsletter by entering their email address via our website, this is explicit consent and your email can be removed from the newsletter by emailing [info@droversinngussage.com](mailto:info@droversinngussage.com) with the word unsubscribe at any time.

## **9. Access to your own information**

- 9.1. Access to your personal information

- 9.1.1. You may obtain a copy of any information we hold about you by sending us a request at [info@droversinngussage.com](mailto:info@droversinngussage.com).
- 9.1.2. After receiving the request, we will tell you when we expect to provide you with the information.

## 9.2. Removal of your information

- 9.2.1.1. If you request us to do so we will remove your name and email address from our news email group. *Note: Members of the Society should read the Members Privacy Policy under the member's section of our website [www.droversinngussage.com](http://www.droversinngussage.com) .*

## 10. How you can complain

- 10.1. If you are not happy with our privacy policy or if have any complaint then you should tell us by email. Our address is [info@droversinngussage.com](mailto:info@droversinngussage.com)
- 10.2. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.
- 10.3. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

## 11. Retention period for personal data

- 11.1. Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us or:
  - 11.1.1. to provide you with the services you have requested. This includes a record of your transactions with us in order to provide the best possible service should you contact us in the future;
  - 11.1.2. to comply with the law, including for the period demanded by our tax authorities;
  - 11.1.3. to comply with our statutory obligations which usually expect us to keep records for up to seven years;
  - 11.1.4. to support a claim or defence in court.

## 12. Review of this privacy policy

- 12.1. We may update this privacy notice from time to time as necessary. Please print a copy for your records.
- 12.2. If you have any question regarding our privacy policy, please contact us.

**GCBS General Privacy Policy: Reviewed 21/05/2018**