

DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS updated 25-05-18

The Leyland Society ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

We are a registered charity and limited company. Our contact details are: 213, Castle Hill Road, Totternhoe, Dunstable, LU6 2DA. We use your personal data to enable us to provide services and to inform of new services, and to maintain our accounts and records.

We process the following personal data: name, email address, telephone number and postal address. We also keep details of services you have received from us such as shop purchases.

We have obtained your personal data from direct interactions or from a referral from a third party partner or associate. You may have given us your personal data by filling in a contact form or by corresponding with us by post, phone or email.

Under GDPR we have a legitimate business interest for processing your general personal data. This allows us to register you as a new member, to process and deliver services to you, to manage our relationship with you, or to respond to a general enquiry from you.

We have a legal obligation for processing your general personal data such as for HMRC, accountancy and insurance purposes.

Your personal data will be treated as strictly confidential, and only be shared with our committee of trustees and directors.

HMRC, regulators and other authorities who require reporting of processing activities in to comply with our legal obligations.

Service providers who provide services such as IT and system administration services.

We expect all suppliers to comply with GDPR and to keep all private data safe and secure and to only share it with 3rd parties identified in their privacy notice.

We keep your personal data for no longer than reasonably necessary. We will retain your personal data for a maximum of 7 years from the last point of contact in order to enable us to quote at a later date without the need to reobtain these detail.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data. The right to request a copy of the personal data which we hold about you, that we correct any personal data if it is found to be inaccurate or out of date and the right to object to the processing of personal data.

Any changes we may make to our privacy policy in the future will be posted on this page. Please review frequently to see any updates or changes to our privacy policy.

To exercise all relevant rights, queries or complaints please in the first instance contact The Leyland Society theleylandsociety@btinternet.com.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.