



Siop Gymunedol Cilcain Community Shop

GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE

Who we are

Cilcain Community Shop Limited is a Community Benefit Society (referred to as “the Society” in this document) registered with the Financial Conduct Authority.

The Management Committee of the Society acts as the organisation’s data controller for the purposes of the GDPR. Individual members of the Committee may act as data processors, in particular the Chairperson, Secretary and Treasurer.

Why we keep personal data and our legal basis for doing so

The Society keeps and uses personal data in order to run the Society efficiently and to enable our members, and non-members, to take part in the activities of the Society.

To do this the Committee members and others involved in the organisation of the Society from time to time need to know who our members, and non-members, are and to be able to communicate with them. The Society is therefore adopting the legal basis of ‘Legitimate Interest’ to justify holding and using your personal data. The Committee is satisfied that it is in the legitimate interests of the Society to maintain this data, that it is necessary and proportionate to do so and that the purposes for which the data is used cannot be achieved in any other, less intrusive, way.

We are legally required to keep a Register of Members in accordance with the rules of the Society and as required by the Financial Conduct Authority.

What we keep and what we do with it

The Society stores and uses your contact details as provided by you.

Those details are:-

- Your name.
- Your address (and alternative address if provided).
- Telephone number (if provided).
- Your email address (if provided).
- This applies to members and non-members.
- The data held for members will also include a record of your shareholdings in the Society and any loans, donations if applicable and your method of payment. We do not keep any bank details.

We use the information to keep you informed about the Society’s activities and other things that may be of interest to you and to send you newsletters and membership information.

The information is held electronically on personal computers and in paper form as required. Every effort is made to ensure that your data is secure, including password protection of relevant documents. The data of all members of the Society is held by the Secretary who is responsible for keeping the Membership Register. Individual members’ details are made available to and held by other Committee members and other members involved in organising activities as and when required. Non- member’s details may be held in a similar manner by Committee members (e.g. people/volunteers who are not members but have consented to receive information regarding the Society).

Sub-Committee organisers may hold the contact details of all those in their groups.

Who we share it with

We do not and will not share your information with anyone outside of the Society except where we are legally obliged to do so. Your data will not be used for any other purpose than you have consented for.

The full Register of Members with all contact details is held at our registered address.

How long we keep it

We keep your information for the duration of your membership of the Society.

Non-member's information will be kept for the duration of consent and will be deleted in the same manner as for members.

If you inform us that you are cancelling your membership all your data will be deleted from the electronic record as soon as possible and in any event within 4 weeks from us receiving that information.

Your rights under the GDPR

You have the right to:

- Be informed about the collection and use of your personal data
- Access the data held (a copy of your data will be provided on request)
- Inspect the Register of Members in accordance with the Rules of the Society
N.B. This applies only to Members of the Society
- Have any inaccuracies in your data corrected
- Request your details be deleted from our records
- Request that the use of your personal data is restricted

You have the right to object to the use of your personal data at any time.

If you wish to exercise any of the rights outlined above please contact the Society Secretary (see our website www.cilcaincommunityshop.co.uk for contact details, or ask in the Community Shop) or e-mail secretary@cilcaincommunityshop.co.uk.

Cilcain Community Shop,
Cilcain Village Hall,
The Square,
Cilcain,
Flintshire.
CH7 5NN

Telephone 01352 741354

Cilcain Community Shop Limited is a registered Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014. Cilcain Community Shop Limited is registered with the Financial Conduct Authority, Mutuels Number 7755. The Rules of the Society can be viewed on the website.

Cilcain Community Shop Limited
Company Number: RS007755

www.cilcaincommunityshop.co.uk
www.siopgymunedolcilcain.co.uk