

# PRIVACY POLICY

The Burnham Chamber of Commerce (“the Chamber”) is committed to safeguarding your privacy, including online. This statement sets out how, and why, we use personal information, (or “data”), we collect about you.

## **Personal Information – data**

Your personal information is also known as data, and is protected by the Data Protection Act 2018, also referred to as the General Data Protection Regulation (GDPR).

Any data you provide about yourself, and any information which identifies you, such as your name, address, telephone number will only be retained by us if you tell us that we can do so. Whilst business data is not covered by the Data Protection Act, we treat all your data in the same way to ensure we protect it from unauthorised disclosure.

You can update and amend your personal details at any time by letting us know what changes you wish to make.

## **What we use your data for**

We use your data for operational purposes, so we can also send you information about forthcoming events and opportunities and keep you up-to-date with the work of the Chamber. At any time, you have the right to change how we use your data.

From time to time we might ask you for additional information, for the same purposes or to update our records. You never have to agree to this; and we will always tell you why we need this information.

## **Sharing your data**

We will never share your data without your permission.

## **Security**

We take every precaution to protect your data, and we’ve developed and adopted technologies, practices and policies to safeguard you and your data.

## **Disclosure**

Except where you've given your informed consent, the Chamber won't disclose any of your personal information without permission unless we're required to do so, for example if required by a court order, or when requested by the police or another authority investigating illegal activity.

### **Third party sites**

We can't be responsible for the privacy and practices of other companies, even when you've reached them from our website, or through the communications we supply you. We recommend you check this for each new site you visit.

### **Transferring your personal information outside of the EEA**

We do not transfer any of your data outside of the European Economic Area.

### **Any questions**

If you have questions about this, or wish to request a copy of the data we hold about you, then please contact the Chamber via email [secretary@business4burnham.org.uk](mailto:secretary@business4burnham.org.uk) or phone 01621 776716