



PRIVACY POLICY

ULGHAM COMMUNITY BENEFIT SOCIETY LIMITED (“THE SOCIETY”)

This privacy notice explains how your personal data is collected and stored. What information we collect from you, why we collect this information, under what circumstances this information may be shared, how long it is stored and how you can access it.

If you are not happy with any aspect of how we collect and use your data please contact The Secretary in the first instance at The Society’s address below. If you do not get a response within 30 days, or remain unhappy regarding how your personal data is being processed, you can complain to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection (www.ico.org.uk).

1 Personal Data - What data do we collect?

We will only collect and store what is relevant and necessary for the management purposes of The Society. This will include personal identification information (name, address, email address, telephone number, date of birth, shareholder number, national insurance number, share certificate number, bank account number and sort code). Transaction data may be shared with our accountant, bank and in certain circumstances HMRC.

2 How We Use Your Personal Data

The Society collects your data so that it can maintain a list of its members and contact its members (either by email or conventional post) when the Management Committee believes that this is necessary.

This includes, but is not limited to:

- Providing information about the financial status of The Society
- Offering new shares to members when they become available
- Informing members about interest payments
- Notifying members of shareholder and other meetings
- Creating share certificates
- Making interest payments to shareholders
- Maintaining a list of the number of shares owned by each member

We will not share your data with other individuals or organisations.



3 Storage of data

The Society stores an electronic copy of your data as an Excel Spreadsheet. This spreadsheet is password protected, stored on a secure server and is accessible only by the Management Committee of The Society.

Paper share application forms will be securely stored at The Society's registered address.

We will only retain your personal data for as long as necessary to fulfil the purposes it was collected for.

4 Marketing

Your data will not be used for marketing purposes beyond those in point 2 above. The Society will not share your data with other individuals or organisations unless legally required to do so.

If you subscribe to The Society's newsletter we will hold your name and email address separately for the purpose of distribution of the newsletter. An unsubscribe link will be included on every email along with a link to remove your details from our system.

You can request a copy of all your personal data that we hold at any time by emailing UlghamCBS@gmail.com

5 What are your data protection rights?

Your rights under General Data Protection Regulation (GDPR) in relation to your personal data include the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>



6 Cookies

The Society's website <https://the-forge-at-ulgham.co.uk> does not use tracking cookies.

When you visit the website we do not collect any information from you automatically.

7 Privacy Policies of Other Websites

The Society's website <https://the-forge-at-ulgham.co.uk> may contain links to other websites. Our privacy policy only applies to our website. If you click on a link to another website you should read their privacy policy.

8 Changes to our privacy policy

The Society keeps its Privacy Policy under regular review and will notify members of any updates through its website. The Society's website will always contain an up-to-date version of the Privacy Policy. This Privacy Policy was last updated on 10/10/2023

9 How to contact us

If you have any questions about The Society's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: UlghamCBS@gmail.com

Or write to us at:

Ulgham Community Benefit Society Limited
The Old Exchange
Ulgham
Morpeth
Northumberland
NE61 3AW