

RUTLAND FIRST CIC

**Data Protection and
Privacy Policy**

Rutland First is committed to upholding your privacy and ensuring that your personal data is secure and protected

This Data Protection and Privacy Policy explains how we will treat your personal data and provides the information we are required to give regarding the processing of this data under the General Data Protection Regulations (GDPR) and The Data Protection Bill 2017.

Rutland First will update this policy as necessary to reflect best practice in data management, security and control and to ensure compliance with GDPR. Any such changes would only take effect once the Privacy Policy is posted on our website www.rutlandfirst.co.uk

1. What data will be collected

Rutland First requires certain personal data to enable us to communicate with you appropriately. Data collected will potentially include:

- Name
- Address
- Business details
- Telephone number
- Email address

2. How will your data be used?

Data may be used as follows:

- Administer attendance at meeting/events
- General communication
- Update you on our activities and any appropriate industry activities.

All processing of personal data must be conducted in accordance with the data protection principles as set out in Article 5 of the GDPR. Rutland First policies and procedures are designed to ensure compliance with the principles that personal data must be processed lawfully, fairly and transparently.

2. Protection and security

Rutland First is firmly committed to data security. We take all reasonable and appropriate steps to protect your data from unauthorised access, loss, misuse, alteration or corruption.

Authorised employees, Board members and volunteers, who gather and record data using their own or the organisation's equipment and systems will adhere to Rutland First's policy.

Although every effort is made to create a secure environment for your personal information, we cannot guarantee the safety of any personal information which you transmit to us online.

It is Rutland First's responsibility to ensure that all personal and company data is non-recoverable from any computer system previously used within an organisation, which has been passed on/sold to a third party.

In addition, Rutland First will:

- Ensure that all Rutland First staff are contractually responsible for following good data protection practice and are suitably trained

- Deal promptly and courteously with any enquiries about handling personal information
- Regularly review and audit the way it holds, manages and uses personal information
- Ensure that all Rutland First staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.
- Ensure that all data is kept up-to-date by regularly asking if there have been any changes to data or circumstances.

3. Consent

Rutland First understands 'consent' to mean that it has been explicitly and freely given, and a specific, informed and unambiguous indication of the data subject's wishes that, by statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her. The data subject can withdraw their consent at any time.

Rutland First understands 'consent' to mean that the data subject has been fully informed of the intended processing and has signified their agreement, while in a fit state of mind to do so and without pressure being exerted upon them. Consent obtained under duress or on the basis of misleading information will not be a valid basis for processing.

We will not share your data with any third party

Rutland First does not share or sell your personal data to any third party.

We may need to share limited information with our service providers who assist us in preparing and sending you communications e.g. sending emails. However, we do not allow these organisations to use your data for their own purposes and we always ensure that they keep your data securely and comply with current regulation.

4. Exemptions

The Data Protection and Privacy Policy only applies to the collection and processing of data by Rutland First.

5. Data retention

Personal data is stored for varying lengths depending on the nature and purpose for which it was collected. This is reviewed periodically to ensure it is still necessary to be retained for the purpose for which it was collected.

6. Cookies

In line with many other websites, we may use cookies to store and sometimes track information about you. A cookie is a small amount of data sent from the server and stored on your PC's hard drive. Most web browsers are automatically set up to accept cookies, but you can set your browser to reject cookies or ask your browser to show you where a cookie has been set up.

7. Complaints or the need to question this Privacy Policy

By law, you are entitled to:

- object to your personal information being used for marketing purposes. We give you the choice to opt out of communications by simply emailing admin@rutlandfirst.co.uk.
- receive a copy of any personal information about you which is held by us.

- require the rectification, erasure or blocking of any of your personal information which is inaccurate or not up to date held by us.

You also have the right to make a complaint direct to the UK's data protection authority, the Information Commissioner's Office (ICO).

8. Contact us

If you have any questions or concerns about our use of personal information, please email info@rutlandfirst.co.uk