

PRIVACY POLICY OF THE HELIONS BUMPSTEAD COMMUNITY BENEFIT SOCIETY LIMITED (THE SOCIETY)

This privacy policy sets out how the Society uses and protects any information that you give to the Society when you use this website.

The Society is committed to ensuring that your privacy is protected. If we ask you to provide certain information by which you can be identified when using this website, including the forms that you may submit, then you can be assured that all data you provide will be used fairly and in accordance with this privacy statement.

The Society may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 30 April 2018

What we collect

We may collect the following information:

- Your name and address;
- contact information and preferences including email address;
- the number of Society shares held by you and their date of issue;
- other information relevant to your potential membership of the Society in accordance with the legal requirements of maintaining the Membership Register.

What we do with the information we gather

We require this information to comply with the Society's legal requirements for maintaining membership rights, including:

- Internal record keeping;
- to contact you for market research purposes and to update you on the Society;
- to send you formal notices by email and refer you (by email) to documents posted on our website;
- for the purpose of maintaining a register of members and potential members as required by the Rules of the Society. Information will not be passed to third parties without your permission, except as required by law.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Your data is stored in a secure 'dropbox' with controlled access to specified Members of the Management Committee of the Society.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you tick to agree to your name, address, phone number and email address to be stored securely on our computer database. We will not sell, distribute or release your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you. A small fee will be payable. If you would like a copy of the information held on you please write to the Society's registered office: Helions Bumpstead Community Benefit Society Ltd, Sages End Cottage, Sages End Road, Helions Bumpstead, CB97AW.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

If you previously agreed to us using your personal information for the purposes specified, you may change your mind at any time by writing to or emailing us at helionspub@hotmail.com

Helions Bumpstead Community Benefit Society Limited, Sages End Cottage, Sages End Road, Helions Bumpstead, CB97AW

Version at: 30 April 2018