



GENERAL DATA PROTECTION REGULATIONS 2018 POLICY STATEMENT

As from the 25th May 2018 the Windermere and Bowness Chamber of Trade is complying with the General Data Protection Regulations (GDPR).

What Information we hold

The information we electronically hold under GDPR regarding individual members and their companies are:

- Christian, Middle and Surname.
- Full name of the company.
- Full address of the company, including post code.
- Position within the company.
- Telephone number.
- Email address.

The information we hold in paper format under GDPR regarding individual members and their companies are:

- Christian, Middle and Surname.
- Full name of the company.
- Full address of the company, including post code.
- Position within the company.
- Telephone number.
- Email address.

We do not hold any bank details.

We hold the following electronic information for members from external organisations:

- Christian and Surname
- Name of organisation.
- Full address of the organisation, including post code.
- Position within the organisation.
- Telephone number.
- Email address.



How long we will keep your information

We will hold all the above information for the duration of the individuals' membership.

We will hold all the above information for 3 months after the membership has lapsed or the person ceases to represent an organisation.

What we will use the information for

The information we hold will only be used to convey information regarding:

- Notices/minutes convening General and Annual General meetings.
- Information received from the Cumbria Constabulary pertinent to the business community.
- Business Watch.
- Windermere Town Council.
- Cumbria County Council
- Other partnership agencies the Secretary deems appropriate.

We will **NEVER** pass on or sell your information to a third party.

Adopted on the 13th May 2018.

Secretary – Windermere & Bowness Chamber of Trade
DMS, FCMI, CLP