

# **SWR Community Pub Limited**

## **General Data Protection Regulation (GDPR) Data Privacy Notice**

### **Introduction**

SWR Community Pub Limited (SWR) is a Community Benefit Society, registered with the Financial Conduct Authority (FCA) under Registration Number 8814.

This privacy policy explains how we use any personal information we collect about you. The processing of your personal data is carried out by The Committee on behalf of SWR. We adopted the Plunkett Model Rules for community pubs and are registered members of Plunkett and their community pub network.

We respect your privacy and are committed to maintaining the security of your personal data. This policy outlines how and why we collect and use personal data. We want to ensure you are informed and in control of your data.

SWR needs to collect and use essential information regarding its members and others for administrative purposes and to carry out its activities as a Community Pub. SWR recognises its duties under GDPR to safeguard this information whether on a database, paper, or other means.

### **What data do we collect about you?**

SWR may collect and hold basic contact details for you, namely, Name, Address, Telephone Number and Email for the sole purpose of allowing us to contact you in relation to the products and services we offer and to allow us to inform you in the future about related information, products and services. If you provide us with your bank details for the purposes of community shares or loans this information is only retained as long as necessary to make interest payments after which time it is destroyed.

### **How do we collect your data?**

We collect and process data when you:

1. Voluntarily complete a customer survey, reply to our questionnaires or provide feedback on any of our message platforms or via email, via our website: [www.sirwalterraleigh.co.uk](http://www.sirwalterraleigh.co.uk) or via post.
2. Apply for Shares either on-line or via post.
3. Join as a member.
4. Become a volunteer.
5. Became a committee member.

### **How will we use your data?**

1. We use this data to communicate with you about SWR Community Pub matters.
2. Request support, help, assistance, and opinion on the purchase of Sir Walter Raleigh Pub.
3. Inform you of progress with the share application.

### **Our Lawful Basis for Processing your Personal Data**

Our Lawful Basis for holding and processing your information is legitimate interest i.e. our requirement to have basic contact details in order to contact you concerning the

services/products we are providing to you, and to inform you of any relevant information relating to those services to facilitate any further events we may put on.

We may hold your data to supply to HMRC for tax purposes.

#### **With whom will we share this data?**

We will **NOT** sell, distribute or lease your personal data to third parties. Committee members may use this data to communicate with you about SWR.

Committee members abide by the SWR data protection policies and your data will be treated confidentially.

#### **How do we store your data?**

Information and records of members and others is stored securely and only accessible to others on a need to know basis.

Personal information will only be stored for as long as it is needed by SWR or required by law. Information no longer required will be disposed of appropriately including the permanent destruction of paper records and destruction of electronically held data when disposing of computers or discs.

We retain your information for a period in line with the lawful basis for which we hold and use your information. Please bear in mind that Government bodies and other Agencies requirements will override the GDPR regulations

#### **Marketing**

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

#### **Your right to withdraw consent**

We will only use your personal data with your permission. You may withdraw that consent at any time. If you no longer wish to support the SWR Community Pub or you no longer wish to be contacted for marketing purposes, please e-mail info .....

#### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to the Chairman at the following address: [chairman@sirwalerraleigh.co.uk](mailto:chairman@sirwalerraleigh.co.uk)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

#### **Breach of information**

Breaches of personal or sensitive data shall be notified within 72 hours of becoming aware of the breach, where feasible, to the individual(s) concerned and the ICO at [www.ico.org.uk](http://www.ico.org.uk)

#### **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you visit other websites you should read their own privacy policies.

#### **How do we use cookies?**

SWR does not use cookies.

**Changes to our privacy policy**

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 2 February 2022.

**How to contact us**

This website, [https://www.sirwalter Raleigh.co.uk](https://www.sirwalterRaleigh.co.uk) (the “Website”), is operated by SWR Community Pub Ltd committee.

If you have any questions about SWR privacy policy, the data we hold about you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us by email [info@sirwalterraleigh.co.uk](mailto:info@sirwalterraleigh.co.uk)

SWR is registered with the Information Commissioner’s Office as an organisation that processes Personal Data under reference ZB307798