

Crowle Community Shop Limited
Trading as The Shop at Crowle

Data Protection Policy 2018

This policy sets out the lawful basis on which Crowle Community Shop Limited ('The Shop') holds and processes personal data, including:

- what personal data we hold
- what we use it for
- how we keep it
- how long we keep it for, and
- what you need to do if you feel that your data has been compromised.

1. What is the lawful basis on which we hold and process your data?

If you are a Member (ie a shareholder in The Shop), we hold and process your data because we have a legal obligation to maintain a shareholder register under general company law as it relates to Community Benefit Societies such as The Shop. Otherwise, we hold and process your data on the basis of your consent.

2. What personal data do we keep?

We hold only the contact details that you have provided to The Shop (comprising no more than name, address, telephone number[s] and e-mail address); if you are a Member, we also hold details of your investment in The Shop.

3. What do we use it for?

Communications about The Shop and its products, services and activities between The Shop and its Management Committee, volunteers and Members; if you are a Member, we also use it for the circulation of annual reports and accounts and carrying out any other statutory obligations.

4. How do we keep it?

All electronic data is kept on computers which are password-protected. All hard copy data is kept in lockable filing cabinets. Access to all data is only on a 'need to know' basis amongst the Management Committee (except that, under our Rules, any Member may ask to view the full list of Members, by name only).

5. How long do we keep it for?

Members: All information concerning Members will be kept for 6 years after that person ceases to be a Member by withdrawal of their shares, by death or by transfer to another individual. All Member data will be deleted from computers or destroyed (if in hard copy) not later than 7 years after Membership ceases.

Volunteers: Although there is no legal limit for this situation, we will delete all contact details from computers or (if in hard copy) destroy them not later than one year after the volunteer ceases to work in or for The Shop.

Others: We will keep your data until or unless you withdraw your consent.

6. What do you do if you believe that your data has been compromised?

You should contact the Information Commissioner's Office, on 0303 123 1113 or at www.ico.org.uk/concerns, with details of the breach that you feel has occurred.

The Shop undertakes not to disclose your personal information to third parties unless required to do so by law.

Should you wish to know what personal data The Shop holds for you, please contact our Data Protection Officer, at theshopatcrowle@outlook.co.uk or at Blenheim, Netherwood Lane, Crowle, Worcester WR7 4AB.