

Privacy

Policy – Uxbridge BID Levy Payer Contact

Details

1. Introduction

- 1.1. We are committed to safeguarding the privacy of our Uxbridge BID levy payers.
- 1.2. This policy applies where we are acting as the data controller with respect to the personal data of our BID levy payers.
- 1.3. This policy will cover how we process your data, our policy on data transference, and your rights as a data subject in compliance with the EU GDPR [25th May 2018].
- 1.4. In this policy, “we”, “us” and “our” refer to Uxbridge BID.

2. Data Collection

- 2.1. Personal data is obtained for a specified purpose which is outlined on our email sign-up form.
- 2.2. Information sent to you regarding ‘Important upcoming dates’ refers to local events which may be of interest to your business as a levy payer within Uxbridge.
- 2.3. Personal data is acquired through legal methods where we have been given consent of the data subject via a positive opt-in.
- 2.4. We collect the minimum personal data necessary to enable us to keep you updated with the content which you have signed up for.

3. Data Processing

- 3.1. Our lawful basis for processing your personal data is legitimate interest - we need to keep you informed of how your levy is being spent and what the BID is delivering on your behalf.
- 3.2. We process your data for the purposes which are explicitly outlined in our email sign-up form(s).
- 3.3. Personal data is processed safely & securely, and unauthorised access is not permitted.
- 3.4. Personal data will be completely removed from all data storage points as soon as the data is no longer required or if the individual puts in a request (see 6. Your Rights).

4. Data Transference

- 4.1. We will not transfer personal data outside of the European Union, to third countries or international organisations.
- 4.2. Levy payer's contact details and personal data are not permitted to be shared with third parties for marketing or any other purpose.
- 4.3. Where confidential information is legally required to be shared, the file(s) will be encrypted and securely protected with a strong password in line with ICO security protocol.
- 4.4. We will log the date, time, recipient, filename, format, method of transfer and classification of the data in the transference log.

5. Your Rights

- 5.1. Individuals have the right to be informed of about the collection and use of their personal data.

- 5.2. Individuals have the right to access their personal data and verify the lawfulness of the processing.
- 5.3. Individuals have the right to rectify and amend any personal data being kept on them such as a change in email address or name.
- 5.4. Individuals have the right for their data to be erased entirely from the Love Uxbridge database.
- 5.5. Individuals have the right to restrict processing of their data.
- 5.6. Individuals have the right to data portability, which allows individuals to obtain and reuse their personal data for their own purposes across different services.
- 5.7. Individuals have the right to object to:
- processing based on legitimate interests or the performances of a task in the public interest/exercise of official authority (including profiling);
 - direct marketing (including profiling); and
 - processing for purposes of scientific/historical research and statistics.
- 5.8. Individuals have the right to complain to the ICO if they feel that data is being mishandled or misused by us in any way.
- 5.9. You will not be charged should you decide to exercise any of the individual rights outlined above such as requesting access to your data.
- 5.10. To exercise any of these rights contact glen@uxbridgebid.com with your request.
- 5.11. Requests will be responded to within 1 month.

6. Amendments of Privacy Policy

- 6.1. We may update this privacy policy from time-to-time to ensure that it is in compliance with the EU GDPR [25th May 2018].

- 6.2. Ensure that you occasionally check the privacy policy on our Love Uxbridge website to ensure that you are content with it.
- 6.3. You will be informed of any significant changes to the privacy policy via email.

7. Breach of Data

- 7.1. We work to ensure that all personal data is kept safely & securely, however we are also required to have an action plan in the event of a personal data breach by an unauthorised third party.
- 7.2. We are required to report any personal data breach to the ICO within 72 hours of its occurrence.
- 7.3. If a data breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, we are required to notify those individuals without undue delay.

8. Data Protection Officer

- 8.1. Our data protection officer's contact details are:
E: glen@uxbridgebid.com
M: 07547551341