



PRIVACY POLICY

June 2018

Exmouth LETS is committed to protecting personal information. This Privacy Policy relates to the use of any personal information we collect from you when you become a member of Exmouth LETS.

Personal information we collect from you

We collect basic personal details such as your name, address, e-mail, telephone number, payment details, photograph (where supplied), the types of services you are offering and your trading requests.

How we use the information

We will use your information to send you emails, letters or newsletters, giving you details of trading events, social events and general meetings that are likely to be of interest to you. Your information may be shared with our Core Group (members who have been elected to lead the group). Our communications may be shared amongst our members. We will not share your information with third parties without your consent.

Security

We put in place reasonable security measures to protect against unauthorised access or damage to, or disclosure or loss of, your information.

Your Rights

Please let us know if your information changes to ensure that the personal information we hold about you is accurate and up to date. If you allow your membership to lapse, we will retain your information for a minimum period of one year after you cease to be an active member. We retain your information because you may wish to re-join the system, and this will enable you to recover your Cockle balance. However – unless you specifically request temporary suspension – after one year your details will be permanently deleted and your Cockle balance will no longer be available to you if you re-join. If you allow your membership to lapse, you also have the right to ask us to remove your information from our records before 12 months has expired, and we will do so and stop sending you further communications. You have the right to request a copy of all personal information that we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please write to The Secretary at the address below:

The Secretary, Exmouth LETS, 9 Clarence Road, Exmouth, Devon EX8 1LE