

## **Privacy Policy for the Brewers (West Malvern) Community Pub Ltd.**

The Brewers (West Malvern) Community Pub Ltd is a Community Benefit Society (CBS)

FCA Registration Number: RS 008840

Address: 26 Mathon Road, West Malvern WR14 4BU

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This document covers the following topics:

1. What data do we collect?
2. How do we collect your data?
3. How will we use your data?
4. How do we store your data?
5. Marketing
6. What are your data protection rights?
7. Cookies.
8. Privacy policies of other websites.
9. Changes to our privacy policy.
10. How to contact us
11. How to contact the appropriate authorities.

In what follows, The Brewers (West Malvern) Community Pub Ltd is referred to as “the Society”.

### **1) What data do we collect?**

- a) Personal identification information (name, address, email address, telephone number, date of birth, shareholder number, national insurance number, share certificate number, bank account number and sort code).

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

- a) You directly supply the Society with the data that we collect. We collect data and process data when you:
  - i) Complete and submit the paper form in Section 10 of the Share Prospectus.
  - ii) Complete and submit the online version of this form on the Society website: [www.brewerscommunitypub.co.uk](http://www.brewerscommunitypub.co.uk)

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

- a) The Society collects your data so that it can:
  - i) Maintain a list of its members
  - ii) Contact its members (either by email or conventional post) when the Directors believe that this is necessary. This includes, but is not limited to:
    - (1) Providing information about the financial status of the Society,

- (2) Offering new shares to members when they become available,
- (3) Informing members about interest payments
- (4) Notifying members of shareholder and other meetings
- iii) Create share certificates
- iv) Make interest payments to shareholders
- v) Maintain a list of the number of shares owned by each member
- vi) The Society **will not** share your data with other individuals or organisations.

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

- a) The Society stores an electronic copy of your data as an Excel Spreadsheet. This spreadsheet is password protected, stored on a secure server and is accessible only by the Directors of the Society
- b) If you completed and submitted the paper form in Section 10 of the Share Prospectus then your form will be stored at the Society's address.

#### **5) Marketing**

- a) Your data will not be used for marketing purposes beyond those in 3) above.
- b) The Society **will not** share your data with other individuals or organisations unless legally required to do so.

#### **6) What are your data protection rights?**

- a) Every member of the Society is entitled to the following:
  - i) **The right to access:** You have the right to request the Society for copies of your personal data.
  - ii) **The right to rectification:** You have the right to request the Society to correct any information you believe is inaccurate. You also have the right to request the Society to complete information you believe is incomplete.
  - iii) **The right to erasure:** You have the right to request that the Society erases your personal data, in the event that you cease to be a member of the Society.

#### **7) Cookies**

- a) The Society's website, [www.brewerscommunitypub.co.uk](http://www.brewerscommunitypub.co.uk) does not use cookies. When you visit the website we do not collect any information from you automatically.

#### **8) Privacy Policies of Other Websites**

- a) The Society website [www.brewerscommunitypub.co.uk](http://www.brewerscommunitypub.co.uk) may contain links to other websites. Our privacy policy only applies to our website. If you click on a link to another website you should read their privacy policy.

#### **9) Changes to our privacy policy**

- a) The Society keeps its Privacy Policy under regular review and will notify members of any updates through its website. The Society website will always contain an up-to-date version of the Privacy Policy. This Privacy Policy was last updated on 30<sup>th</sup> May 2022.

**10) How to contact us**

- a) If you have any questions about the Society's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:
  - i) Email us at: martinr5927@gmail.com
  - ii) Write to us at: Martin Russell, 34 Mathon Road, West Malvern WR14 4BU.

**11) How to contact the appropriate authority**

- a) Should you wish to report a complaint or if you feel that the Society has not addressed your concern in a satisfactory manner, you should contact the Information Commissioners Office.
  - i) Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
  - ii) Web: <https://ico.org.uk/>
  - iii) Helpline: 0303 123 1113