



BROOKLANDS COMMUNITY DATA PRIVACY STATEMENT

This statement outlines how Brooklands (Gainsborough) Management Committee Ltd [Brooklands] processes your personal data.

1. How will Brooklands use the information that you provide?

Personal data that you supply to us will be used for one of the following, collectively the 'Purposes':

- i. the purpose of managing your membership services with Brooklands
- ii. Marketing purposes

Brooklands is processing your personal data based on legitimate interest, that it is necessary for progressing the Purposes and the performance of any membership services and due to Brooklands's legal obligations.

The legitimate interests pursued by Brooklands are as follows:

- a) Managing your membership services where relevant

We will treat all personal data (whether sensitive or not) as private and confidential except where we are permitted or required by law to make a disclosure or where the disclosure is necessary for the Purposes.

Unless Brooklands are required by law, you are under no obligation to provide your personal data to Brooklands for the Purposes. Should you choose not to provide your personal data, or you request that Brooklands deletes your personal data, Brooklands will be unable to offer you membership services. b) Marketing

We collect two types of data for marketing purposes:

- Name and Email address through consensual opt in membership forms
- User behaviour which we collect through cookies and google analytics. Information on how we collect these can be found in our website Cookie Policy.

We use these to improve our services and to occasionally send you emails with Brooklands news, events updates, and insight.

2. How long will Brooklands keep your data for?

- a) Membership Services

Brooklands will need to hold your personal data for the length of any assignment and for as long thereafter as may be required to ensure compliance with statutory and other obligations. Typically, this is 2 years after the point that your membership ends, however in some limited circumstances this may be longer. b) Marketing

Our retention periods will vary depending on the type of data involved, but, generally, we'll refer to these criteria to determine retention period:

- Whether our users have the ability to access and delete the data we keep by emailing us
- Whether our users would reasonably expect that we would retain the data until they ask us to remove it.

3. A description of your rights

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all the personal data we hold about you, please email or write to us at the address set out below.

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

You have a right to request that we restrict processing by cancelling your membership.

If you have opted in for marketing purposes or to receive news and insight from us, you can opt out of receiving such communication from us at any time by clicking the "unsubscribe" link at the bottom of our home page.

You may request the removal of your personal data from Brooklands's systems at any time by emailing Admin@brooklandsgainsborough.uk with "Remove my Details" in the subject title. We may not always be able to comply with your request immediately – for example, if we need to retain your personal data for a certain period for legal reasons.

You also have a right to make a data protection complaint to the Information Commissioner in the UK if you think we are mishandling your personal data.

<https://ico.org.uk> Our ICO Registration reference: ZB379335

4. Who does Brooklands share your personal data with?

To manage your contract, we may need to pass your information to Brooklands nominated suppliers for progressing the Purposes described above.

Your personal data will be processed by Brooklands within the United Kingdom and within the United States and any personal data provided by you will be stored within the United Kingdom and within the United States. In all circumstances, wherever your personal data is stored and processed, it will be processed in accordance with all applicable laws including the General Data Protection Regulations.

For Marketing purposes:

- we might share your email address with third party services such as Mailchimp, which we use for communication purposes.
- we also sometimes use Microsoft platforms such as Forms and PowerApps to collect data

5. How will Brooklands protect your personal data?

Brooklands retains your contact name and contact details only, stored within the WIX cloud platform.

You agree to immediately notify Brooklands of any unauthorised use of your login information. Any breach which results in losses to Brooklands Clients may result in legal action being taken against the individual concerned.

6. Changes to Brooklands's privacy policy

We keep our privacy policy under regular review. Any substantial changes to the way in which we process personal data will be notified to you.

7. How to contact Brooklands

Please contact us if you have any queries about our privacy policy or the information, we hold about you. You can reach us by sending an email to Admin@brooklandsgainsborough.uk

8. Declaration

You agree that the personal data which you provide to Brooklands is in all respects true and accurate and is not misleading or deceptive. You agree to inform Brooklands in writing if any of the data you have provided is no longer accurate during the period in which Brooklands retains your personal data.