

## **DONCASTER CHAMBER PRIVACY POLICY**

### **What information do we collect about you?**

Doncaster Chamber collects personal information when you complete an application for membership or access one of our services including Opportunities Doncaster, Business Support and International Trade.

Within the Education sector the data we collect is:

- Name of pupil
- Age of Pupil
- UPN (if entered)
- Pupil survey results

By utilising this tool in the Education sector and checking the consent box, the school or institution consents to this data being shared with Doncaster Chamber and its partners, Doncaster Opportunity Area and Doncaster Council.

### **How will we use the information about you?**

Personal information you provide to Doncaster Chamber will be used for the purposes of administering your membership/service provision and will be retained as evidence to comply with audit or legislative requirements.

Doncaster Chamber will also share your information with Doncaster Council and Doncaster Opportunity Area partners who are delivering the Skills Inventory Doncaster Project on Doncaster Chamber's behalf.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [chamber@doncaster-chamber.co.uk](mailto:chamber@doncaster-chamber.co.uk) or write to us at Doncaster Chamber, Oak House, Heavens Walk, Doncaster DN4 5HW.

We want to make sure that your personal information is accurate and up to date. You can email [chamber@doncaster-chamber.co.uk](mailto:chamber@doncaster-chamber.co.uk) to ask us to correct or remove information that you think is inaccurate.

### **How long do we keep your data?**

Non-member data will be retained for up to a maximum of 2 years from the date of collection unless specific business support contracts vary (details of which will be in the relevant privacy policy). All financial data is retained for 6 years.

We are committed to the principles inherent in GDPR and particularly the concept of privacy by design, the right to be forgotten, consent and a risk-based approach. In addition, we aim to ensure:

- Transparency with regard to the use of data.
- That any processing is lawful, fair, transparent and necessary for a specific purpose.
- That data is accurate, kept up to date and removed when no longer necessary.
- That data is kept safely and securely.

## **Other Websites**

Our website contains links to other websites. This privacy policy only applies to Doncaster Chamber and the Doncaster Chamber website: [www.doncaster-chamber.co.uk](http://www.doncaster-chamber.co.uk) so when you link to other websites you should read their own privacy policies.

## **Changes to our Privacy Policy**

We keep our privacy policy under regular review. Any updates will be placed on [www.doncasterchamber.co.uk](http://www.doncasterchamber.co.uk)

This privacy policy was last reviewed 25 April 2022.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you

- By email: [chamber@doncaster-chamber.co.uk](mailto:chamber@doncaster-chamber.co.uk)
- Or write to us at Doncaster Chamber, Oak House, Heavens Walk, Doncaster DN4 5HW