



Corn Exchange Crickhowell Ltd

Crickhowell Resource & Information Centre
2 Beaufort St, Crickhowell, Powys NP8 1BN
Email: info@cornexchangecrickhowell.co.uk

General Data Protection Regulations (GDPR) – Privacy Policy & Procedures

An Overview of how we use your information

1. New Regulations

On the 25th May 2018, new General Data Protection Regulations (GDPR) come into force which govern the way we store and use information we hold about you.

This is a major change applicable to all organisations that hold individuals' personal information and you will no doubt have received similar notifications from other organisations you currently have dealings with.

Under the new regulations, it is acceptable under certain circumstances, to hold and process personal information under the "Legitimate Interest" clause. This means that we do not need to obtain your consent to hold and process this information, as long as there is a legitimate reason for us to do so, it has been provided by you and we are transparent on how we hold and use it.

We will, however, take into account any objections you may have in us holding or using your personal information, although it is important to appreciate that we may be required by law to retain some of it in order to comply, for example, with Money Laundering regulations.

This document constitutes the Corn Exchange Crickhowell Ltd Privacy Policy and Procedures, and it sets out the type of information we hold about you, how we protect it and how we use it.

2. Who we are

For the purposes of clarity, any reference to "we" refers to "Corn Exchange Crickhowell Ltd", registered office St David's House, 48 Free Street, Brecon, Powys, LD3 7BN, who is the "data controller" for the purposes of the information set out in this document. This means that we are responsible for the way we store and use your information.

3. Information we hold about you and why

The only information we hold about you is information you have provided to us for the purposes of becoming a shareholder of Corn Exchange Crickhowell Ltd.

We will never disclose your information to any other person or organisation without your written permission, unless we are required to do so by law and a failure on our part to disclose it constitutes a breach of any law prevailing at the time.

You are responsible for making sure that the information you provided to us is accurate and up to date and, also, that you notify us promptly if it changes.



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The information we hold about you and its purpose is as follows:

Information	Purpose
<ul style="list-style-type: none"> Name and Address 	<ul style="list-style-type: none"> To issue your share certificate and communicate if you do not use email
<ul style="list-style-type: none"> Email Address Home and/or Mobile telephone numbers 	<ul style="list-style-type: none"> To communicate with you only about Corn Exchange Crickhowell Ltd business
<ul style="list-style-type: none"> National Insurance Number Copy of your passport and/or driving licence Copy of Utility Bills 	<ul style="list-style-type: none"> To confirm your identity To comply with Financial Conduct Authority and Money Laundering regulations
<ul style="list-style-type: none"> Bank Details (If these have been provided) 	<ul style="list-style-type: none"> To Pay Shareholder dividends

If, in the course of your relationship with us, you have provided or are required to provide personal information to a third party, this should be protected by the third party's own obligation to comply with the new General Data Protection Regulations.

4. How long we will keep your information

We will not keep your information for longer than we need to, which is usually up to six years after your relationship with us ends, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators).

5. How we store your information and who has access to it

We are committed to ensuring that your information is secure with us. The information we hold about you will be stored as follows:

Where information is stored	Who has access	Access Controls
Shareholders' Register on designated PC's	<ul style="list-style-type: none"> Managing Director Finance Director Administrator 	<ul style="list-style-type: none"> Database is password protected Access to PC's is password protected
Email system	<ul style="list-style-type: none"> Finance Director Communications Director Administrator 	<ul style="list-style-type: none"> Access to PC's is password protected Access to email system is password protected
Hard copies of Shareholder Register and Share applications	<ul style="list-style-type: none"> Managing Director Finance Director Administrator 	<ul style="list-style-type: none"> Kept in locked cabinet and keys are held by the Managing Director, Finance Director and Administrator



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6. Periodic Audits

We will undertake periodic audits to confirm that the procedures and controls set out in this document are complied with. The results of the audits will be held by us and be available for scrutiny by a regulator if required.

7. Your rights

You have a number of legal rights to control what we do with your information. For example:

- a. You can ask us to tell you what information we have about you and obtain a copy;
- b. You can ask us to correct or update any information that is wrong;
- c. You can ask us to stop sending you communications such as Newsletters and other updates. Please note that this may result in us being unable to provide you with important information about Corn Exchange Crickhowell Ltd;
- d. You can make a complaint. We are confident that we will be able to resolve any complaints to your satisfaction.

8. What you have to do

If you are happy with the contents of this document, you do not need to do anything. If, however, there are any specific areas you are not happy with or you require further clarification on, please send an email to info@cornexchangecrickhowell.co.uk. If you are unable to communicate by email, you can contact us by post to:

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Dean Christy
Managing Director
Corn Exchange Crickhowell Ltd
7 May 2018