

## **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.

### **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 and will be retained as evidence to comply with audit or legislative requirements.

Doncaster Chamber will also share your information with trusted partners who are delivering membership services on Doncaster Chamber's behalf. Your business details will also be included in Chamber publications such as the Member Directory and featured within the online directory on the Doncaster Chamber Website.

### **Marketing**

Doncaster Chamber would like to contact you to keep you informed on the latest member and chamber news, events, services, and surveys. We may also contact you about membership products and services which may be of interest to you and your business.

You can unsubscribe from our marketing communications at any time, please email [chamber@doncaster-chamber.co.uk](mailto:chamber@doncaster-chamber.co.uk) if you no longer wish to be contacted.

### **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, Keepmoat Stadium, Stadium Way, Doncaster DN4 5JW.

We want to make sure that your personal information is accurate and up to date. You can review and amend your personal information by logging in to our Member Only Area. Alternatively 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?**

Doncaster Chamber will retain your personal information for the duration of your membership and up to a maximum of 2 years thereafter. Non-member data will be retained for up to a maximum of 2 years from the date of collection. All financial data is retained for 6 years.

### **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.doncaster-chamber.co.uk](http://www.doncaster-chamber.co.uk) This privacy policy was last updated in April 2018.

### **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, Keepmoat Stadium, Stadium Way, Doncaster DN4 5JW