



Clevedon Pier & Heritage Trust Limited

Data Protection Privacy Notice – ‘Clevedon Clan’ Mailing List

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

Clevedon Pier & Heritage Trust Limited (‘The Trust’) is a ‘data controller’ and gathers and uses certain information about you. This information is only used by the Trust. The data is held by ‘Mailchimp’ (e-mailing software). Mailchimp store this information on our behalf.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy which is available on our website.

About the information we collect and hold

What information

When you subscribe to the ‘Clevedon Clan’ Pier mailing list we collect the following information about you:

- Your name and your email address.

How we collect the information

We collect this information from you via our website.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our *data protection policy*):

- To remain in contact with you and inform you of events, special offers and news regarding the Pier and the activities of the Trust.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to the purposes for which we collect and process your information. By providing this information to us you consent to the Trust using the information as set out in this notice.

How we may share the information and where it is held

The information is kept by Mailchimp as ‘cloud-based’ storage. This information can only be accessed by the Trust. The information will not be provided to any other organisation. Mailchimp will not use this information about you.

How long we keep your information

We keep your information until you inform us (either directly or via the website) that you no longer wish to be subscribed to the mailing list.

Your rights to correct and access your information and to ask for it to be erased

Please contact Peter Cawley of the Trust at enquiries@clevedonpier.com if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Trust for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.