

DATA PROTECTION POLICY SUMMARY



This is a summary statement of the data protection policy adopted by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) hereinafter "the Chamber".

The Chamber collects and uses certain types of information about people with whom it deals in order to operate.

These include current, past and prospective employees, suppliers, clients/customers, and others with whom it communicates. In addition, it may occasionally be required by law or project funding requirements to collect and use certain types of information of this kind to comply with the requirements of Government departments for business data.

This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998 (DPA) and the provisions of the General Data Protection Regulations (GDPR).

The Chamber regards the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the principles of data protection, as outlined in the Data Protection Act 1998, and GDPR. Specifically, the principles require that personal information shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

And that:

- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Therefore, the Chamber will, through appropriate management and strict application of criteria and controls:

- Observe fully the conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements

- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of data subjects under GDPR can be fully exercised (these include, but not exclusively: the right to be informed that processing is being undertaken, the right of access to one's data, the rights to restrict or object to processing in certain circumstances, the right to request rectification of errors in personal data, the right of erasure or to be forgotten)
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards

Overall responsibility for Data Protection at the Chamber rests with the Chief Executive.

- All personnel managing and handling personal information understand that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed
- Methods of handling personal information are regularly assessed and evaluated
- Performance with handling personal information is regularly assessed and evaluated

The British Chambers of Commerce. *The Chamber is part of a network of 53 Chambers of Commerce across the UK accredited by the British Chambers of Commerce (BCC). One purpose of the Chamber is to "influence the function of ...any governmental body". This objective is stated in the Chamber's 'Articles of Association'. We will provide BCC with your company's contact details in order for BCC to conduct research into the impact of policies on your business.*

What does the BCC do with your data? *BCC will not contact your business for any other purpose other than to notify you of an opportunity to respond to a survey. Each year, BCC conducts around five surveys which directly help us develop and shape Government policy across a range of areas. The data from these surveys are completely anonymised and aggregated so that individual responses cannot be identified. The anonymised data are then presented in closed briefings with stakeholders across UK Government, and shared publicly through BCC's press team.*

The purpose of carrying out the surveys is to produce reports, which BCC and the Chambers can then use in their activities in promoting and protecting the interests of UK businesses; in other words, they are part and parcel of the function and purpose of BCC and the Chamber. There is never any marketing or commercial purpose to the surveys, and BCC does not carry out surveys on behalf of any third party.

You can contact us if you do not wish to be contacted by BCC, and you will have the opportunity to unsubscribe from BCC's research mailing list at any point.

How to obtain our Data Protection, Privacy and Quality Policies

To upload full versions of all the following related policies, click the links below:

- [Cookie Policy](#)
- [Privacy Policy](#)
- [Website Terms and Conditions](#)
- [Quality Policies](#) (equal opportunities, health and safety, quality, environmental, and information security)

Alternatively, you can request a copy (as relevant) to be sent via email or post by contacting the Chamber on 0333 320 0333 or emailing info@emc-dnl.co.uk.

Every effort will be made to process these requests within 48 hours of receipt.

This Policy has been approved by the Chief Executive.

Signed:



Title: Chief Executive

Date: January 2019

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