

# WINCHESTER

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## BUSINESS CRIME REDUCTION PARTNERSHIP



## PRIVACY NOTICE (MEMBERS)

Winchester Business Crime Reduction Partnership (WBCRP) is a member organisation made up of owners, or their representatives, Police and Local Authority partnerships and accredited partner Business Crime Reduction schemes. The purpose of the Scheme is to prevent, detect, or reduce the impact of low-level crime and anti-social behaviour on local businesses within the Winchester Business Improvement District.

To provide Members with access to Winchester Business Crime Reduction Partnership, it is necessary for them to process their personal data. This document explains the lawful basis for that processing, describes the kind of personal data it processes, what it does with it, and why.

The Schemes Data Controller is responsible for ensuring its compliance with current Data Protection law and can be contacted at the below address, email address or telephone number. The Scheme is registered with the Information Commissioners Office, ICO Number Z3287091.

### Contact Details

The Data Controller  
Winchester Business Crime Reduction Partnership  
The Winchester Business Centre  
10 Parchment Street  
Winchester  
SO238AT  
Email address: [enquiries@winchesterbid.co.uk](mailto:enquiries@winchesterbid.co.uk)  
Tel: 01962 841000

### Processing Purposes

WBCRP processes members personal data for the following purposes:

- To enable the efficient management of the Scheme and membership of the Scheme.
- To defend and indemnify the Scheme in case of any member's non-compliance with the Scheme's *Rules and Protocols*.

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- To enable the Scheme to communicate efficiently to Members by sending only news, alerts and documents, and information about events which are relevant to them.

### **Lawful basis of processing members data**

The Scheme's existing contract/agreement between itself and its members requires that the members provide their name, postal and email addresses, and telephone details to WBCRP. This contract/agreement means that the Scheme's lawful basis for processing members' personal data is 'contract' and therefore the scheme can process members' personal data without their further consent.

Members may instruct WBCRP to delete all their personal data at any time, from which time they will not be able to access the content of WBCRP

### **Categories and types of personal data processed members**

- Members' name, names and places of employment, postal and email addresses, telephone, and other contact details will be processed.
- No sensitive or 'special category' personal data (ethnicity, sexuality, religious beliefs etc) is processed by the scheme. For the Purposes of Processing (see above).

### **Sources of personal data**

- The Scheme obtains Members' personal data from existing contracts/agreements with Members.
- Additional personal data is obtained from the Members themselves when they create an account on the Scheme's online system.
- Member themselves may update their personal data on the Scheme's online system (My Account tab) or by emailing [enquiries@winchesterbid.co.uk](mailto:enquiries@winchesterbid.co.uk)
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### **Recipients of Member's personal data**

- The Scheme's Board of Management, Data Controller, and its staff and formally contracted Data Processor(s) may access Members' personal data.
- Members' personal data will not be passed to any third party unless to the police under warrant or with the expressed permission of the Member.
- The Scheme will not transfer Members' personal data outside the UK.

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### Data retention period

The Scheme will retain Members' personal data only for as long as each Member remains a Member of the Scheme, when a Member ceases to be a Member of the Scheme they must confirm this. On confirmation all associated personal data will be irrevocably deleted.

In the case of submitted reports, the submitting member's email address only will continue to be associated with such reports for as long as the report is retained by the Scheme; this is required where a report may be used for evidential purposes in legal proceedings.

### Members' rights

- Members can obtain a copy of all their personal data held by the Scheme; they may immediately access all their personal data held for the 'Processing Purpose' (see above) via the Scheme's online system (My Account tab) or may request it on application to the Data Controller (see **Contact Details** above).
- Members can correct or update their personal data at any time via the Scheme's online system (My Account tab) or may require the Scheme to correct any errors on their behalf.
- Members have the right to complain about the Scheme in its capacity as Data Controller to the Information Commissioners at <https://ico.org.uk/concerns/handling/>