

Normandy Community Shop and Café Ltd
Privacy Policy

Normandy Community Shop and Cafe Ltd, hereafter known as 'the Shop'. is committed to protecting and respecting your privacy.

This Privacy Notice explains when and why we collect personal information about people, how we use it and the conditions under which we may disclose it to others. We may change this notice from time to time so please check this page occasionally to ensure that you're happy with any changes.

The General Data Protection Regulation and the Data Protection Bill sets out a number of grounds which provide a legal basis under which an organisation may process personal data, including:

- Necessity for the performance of a contract with the data subject.
- Necessity for compliance with a legal obligation.
- Necessity for the legitimate interests of the data controller.
- Consent.

In relation to shareholders we have a legal basis under the first three of these to hold copies of application forms (necessity for the performance of a contract with the data subject), a membership register (necessity for compliance with a legal obligation), and to provide you with information about the performance of the Society, such as the newsletter, details of the AGM, etc. (necessary for the legitimate interests of the data controller). The information we hold is taken from the share application form, i.e. name, address, contact details, date of birth, value of your shareholding.

We may be required to share your data with statutory bodies, for example HMRC in relation to claims for tax relief, if you have claimed it. We will not share your information with third parties for marketing purposes. We hold information about staff in line with the performance of employment contracts and legal obligations.

In addition, we maintain a mailing list, for marketing and promotion. Only people who have given their consent are included within this list. For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact:

Company Secretary

Normandy Community Shop and Cafe Ltd

Registered Address : 93 Glaziers Lane, Normandy, Guildford, Surrey, GU3 2DF

Email: secretary@normandyshop.co.uk