

## **Ickleton Community Pub Limited – Data Privacy Policy**

Ickleton Community Pub Ltd (the Society) is a Community Benefit Society registered under the Cooperative and Community Benefit Societies Act (2014). It is governed by the rules (based on the Plunkett Foundation's Model Rules) and is registered with the Financial Conduct Authority (FCA).

This policy applies to all personal data for which the Society is responsible regardless whether it is in paper or electronic format.

### **Membership of the Society**

Membership is open to any person (whether an individual, a corporate body or the nominee of an unincorporated organisation) who completes an application for membership in the form required by the Management Committee and

- is over 18 years of age;
- supports the Society's Purpose and Objects;
- pays for the minimum number of shares required by the Rules; and
- whose application is accepted by the Management Committee.

### **Data that we are required to hold**

We are required by law to keep a register of shareholders at our registered office (63 Abbey Street, Ickleton, Saffron Walden, CB10 1SS). The register must contain the information set out below:

- member's name (individual or institutional);
- the member's postal address and email address;
- value of the member's shareholding (number of shares and total value);
- any other property held by the members in the Society or loans to the Society
- the date of joining and leaving membership;
- details of any nomination of a beneficiary to receive the member's shareholding (up to the value of £5000) in the event of their death; and
- whether the member is a UK resident (for tax purposes).

The director's register must include details of the offices held and the dates they took (and left) office.

Members have the right to inspect a duplicate copy of the register, excluding details of the members' shareholding and property in the society, on providing the Society with not less than 14 days' prior notice in writing to the Secretary at the Society's registered office.

The register may also include:

- the member's date of birth;
- any interest accrued to the member's share account;
- any interest paid out or due to be paid out in cash/vouchers to the member;
- whether the member qualifies for any investment tax relief;
- when the member's share capital is eligible for withdrawal;
- the member's bank account details to enable payment of interest/withdrawals; and
- which share offer the member invested in (if more than one)

We will use your contact details to notify you of Annual General Meetings and Extraordinary General Meetings of the Society, to send you copies of annual reports, accounts and other documents about the Society.

**Other uses to which we may put your personal data**

From time to time we may contact you about other matters of interest, including, keeping you up to date with news on the campaign to purchase and reopen the Ickleton Lion, telling you about fundraising or other events, asking you for financial contributions to the campaign and further investment in the Society. You may ask the Society to stop sending you this optional information at any time.

We do not share your information with other organisations or businesses.

You have the following rights:

- to ask for a copy of the information we hold about you;
- to have your information corrected if you believe it to be factually inaccurate;
- to ask the Society to stop sending e-mails to you; and
- to complain to the Office of the Information Commissioner if you think there is a problem with the way in which the Society is handling your data.

**Adopted by the Management Committee of Ickleton Community Pub Ltd on 13<sup>th</sup> June 2024**