Warwickshire Retail Crime Initiative

Working in partnership to prevent and reduce crime and anti-social behaviour in retail and licensed business premises in Warwickshire

Member of National Association of Business Crime Partnerships and National Business Crime Solutions - Accredited by Secured by Design

www.wrci.org.uk

PRIVACY NOTICE (MEMBERS)

This document explains what the Scheme is, why it processes its Members' personal data, and the lawful basis for that processing. It describes the kind of personal data about Members that the Scheme processes, and what the Scheme can do with it.

Contact details

Warwickshire Retail Crime Initiative, Safer Neighbourhood Team, Rugby Police Station, Newbold Road, Rugby, Warwickshire CV21 2DH   Email: enquiries@wrci.org.uk

The Scheme's Data Controller is responsible for ensuring its compliance with current Data Protection law and can be contacted at the above address or email address. The Scheme is registered with the Information Commissioners Office, Registration Number: Z9138572

Purpose of processing personal data

The Scheme processes Members' personal data for the following purposes:

a. to enable the efficient management of the Scheme; to manage the membership of the Scheme including subscriptions where relevant; invitations to the Scheme's Annual Meeting and other meetings where relevant etc;
b. to defend and indemnify the Scheme in case of any Member's non-compliance with the Scheme's Rules & Protocols;
c. to enable the Scheme and partners to communicate efficiently to Members by sending only relevant news, alerts and documents, and information about events which are relevant, to them.

Lawful basis of processing

The Scheme's existing contract/agreement between itself and its Members requires that Members provide their name, postal and email addresses and telephone number to the Scheme. 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.

Categories and types of personal data processed

a. Name, name and place of employment, postal and email addresses, telephone and other contact details will be processed;
b. No Members' sensitive or 'special category' personal data (ethnicity, sexuality, religious beliefs etc) is processed by the Scheme.

Sources of personal data

a. The Scheme obtains Members' personal data from existing contracts/agreements with Members;
b. Members may themselves update their personal data on the Scheme's online system (My Account).

Recipients of Members' personal data

a. The Scheme's Board of Management, Data Controller, Staff and formally contracted Data Processor(s) may access Members' personal data;

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b. 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;

c. The Scheme will not transfer Members' personal data outside the UK.

Data retention period

a. The Scheme will retain Members' personal data only for as long as they remain a Member of the Scheme. When a Member ceases to be a Member of the Scheme he/she must confirm this in writing. At the conclusion of their Membership, Members' personal data will be with the exception of email addresses associated with Incident reports.

b. 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 remains live. This is required where a report may be used for evidential purposes in legal proceedings.

Members' rights

a. Members can obtain a copy of all their personal data held by the Scheme by contacting an Administrator and request changes.