

APPENDIX 4: PRIVACY NOTICE

Data protection and use of personal data

BELMAS is the Data Controller and Data Processor of any personal data you supply. The personal data you supply will be used to process your membership application and the collection of your renewal subscription. As a member of BELMAS your data will be used for marketing, statistical and analytical purposes and to administer your membership.

You will receive membership communications and from time to time we will let you know about forthcoming events and matters of interest to the BELMAS membership.

We do not pass data to any third party, except those with data sharing agreements as outlined in the BELMAS Data Protection Policy.

If you wish to obtain a copy of your personal data held by us, then please write to the address below. Please note that you may be charged a fee of £10 for this service. You may also be asked to provide proof of your identity and for information that might help to locate the data you are seeking.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information at the address below.

Data protection via the website

We will make every effort to ensure that the information on our website is accurate. However, we cannot guarantee this and accept no liability for any information given via this website.

Even if data encryption is used, the security of information transmitted via the internet cannot be guaranteed. Any losses incurred or sustained by users who transmit information by electronic means shall be borne solely and exclusively by such user and in no event shall any such losses in whole or in part be borne by us.

Data retention period

As part of its Data Protection policy, BELMAS has a section specifically for “Retention of Accounting and Personal Records” and well as an “Inventory of Data Sets” that clearly outlines retention periods.

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