

PRIVACY POLICY

WHO WE ARE

THE CZECH BRITISH CHAMBER OF COMMERCE (CBCC) WAS ESTABLISHED WITH THE VISION *'TO DELIVER VALUE TO MEMBERS AND COMPANIES/INDIVIDUALS SEEKING SUPPORT AND ADVICE FROM THE CHAMBER'*.

THE CBCC WAS ORIGINALLY FORMED WITH THE SUPPORT OF THE EMBASSY OF THE CZECH REPUBLIC IN THE UNITED KINGDOM. SINCE THEN, THE CBCC HAS BEEN FACILITATING BETTER ECONOMIC RELATIONS BETWEEN THE CZECH REPUBLIC AND THE UNITED KINGDOM BY ORGANISING AND SUPPORTING DISCUSSIONS AND BRIEFINGS ON ISSUES AFFECTING TRADE AND INVESTMENT BETWEEN THE TWO COUNTRIES.

THE CBCC IS A NON-PROFIT, NON-GOVERNMENTAL ORGANISATION, GOVERNED INDEPENDENTLY BY AN EXECUTIVE COMMITTEE ELECTED FROM AND BY ITS MEMBERS.

DATA PROTECTION

CZECH BRITISH CHAMBER OF COMMERCE IS COMMITTED TO PROTECTING YOUR PERSONAL INFORMATION. SHOULD WE RECEIVE, OR ASK YOU TO PROVIDE CERTAIN PERSONAL INFORMATION BY WHICH YOU CAN BE IDENTIFIED, THEN YOU CAN BE ASSURED IT WILL ONLY BE USED IN ACCORDANCE WITH THIS PRIVACY POLICY.

PLEASE READ THIS POLICY CAREFULLY SO YOU CAN UNDERSTAND:

- OUR LEGAL REASON FOR PROCESSING DATA
- HOW WE COLLECT YOUR PERSONAL INFORMATION
- WHAT INFORMATION WE COLLECT
- HOW WE USE YOUR INFORMATION
- DIRECT MARKETING
- WHO WE SHARE YOUR INFORMATION WITH
- HOW LONG WE KEEP YOUR PERSONAL INFORMATION
- HOW WE PROTECT YOUR INFORMATION
- YOUR RIGHTS REGARDING THE INFORMATION WE HOLD
- UPDATING YOUR DETAILS
- COOKIES AND WEBSITE LINKS
- CHANGES TO THIS PRIVACY POLICY

OUR LEGAL REASON FOR PROCESSING DATA

THE LEGAL REASON WE RELY ON FOR PROCESSING YOUR DATA WILL DEPEND UPON THE CIRCUMSTANCES IN WHICH IT IS BEING COLLECTED AND USED, BUT WILL IN MOST CASES FALL INTO ONE OF THE FOLLOWING CATEGORIES:

- WHERE YOU HAVE PROVIDED YOUR CONSENT TO ALLOW US TO USE YOUR DATA IN A CERTAIN WAY.
- WHERE THE PROCESSING IS NECESSARY TO CARRY OUT A CONTRACTUAL RELATIONSHIP.
- WHERE IT IS IN OUR LEGITIMATE INTEREST IN ORDER TO DELIVER OUR BUSINESS AIMS AND OBJECTIVES, GENERATE INCOME AND FOR ADMINISTRATIVE, FINANCIAL AND REGULATORY COMPLIANCE PURPOSES.
- WHERE THE PROCESSING IS NECESSARY IN ORDER FOR US TO COMPLY WITH A LEGAL OBLIGATION.

HOW WE COLLECT YOUR PERSONAL INFORMATION

WE COLLECT PERSONAL INFORMATION IN THE FOLLOWING WAYS:

- WHEN YOU GIVE IT TO US DIRECTLY

WE COLLECT AND KEEP INFORMATION ABOUT YOU WHENEVER YOU ENGAGE WITH US. FOR EXAMPLE, WHEN YOU CHOOSE TO BECOME A MEMBER, REGISTER FOR AN EVENT OR SUBMIT AN ENQUIRY, OR OTHERWISE GIVE US ANY OTHER PERSONAL INFORMATION.

- WHEN YOU GIVE PERMISSION TO OTHER PARTIES TO SHARE IT WITH US

WE MAY RECEIVE YOUR INFORMATION FROM OTHER ORGANISATIONS. THESE INDEPENDENT THIRD PARTIES WILL ONLY DO SO WHEN YOU HAVE INDICATED THAT YOU WISH TO SUPPORT US AND ONLY WHEN YOU HAVE GIVEN THEM PERMISSION TO SHARE YOUR INFORMATION WITH US. YOU SHOULD CHECK THEIR PRIVACY POLICY WHEN YOU PROVIDE YOUR INFORMATION TO UNDERSTAND HOW THEY WILL PROCESS YOUR DATA.

- YOUR NAME
- YOUR CONTACT DETAILS (EMAIL ADDRESS AND PHONE NUMBER)
- YOUR FOOD PREFERENCES – ONLY WHEN APPROPRIATE, SUCH AS PARTICIPATION IN AN EVENT

AS DETAILS RELATING TO PEOPLE'S HEALTH ARE CONSIDERED SENSITIVE DATA, WE WILL ONLY COLLECT THIS INFORMATION IF THERE IS A CLEAR REASON FOR DOING SO AND WITH YOUR EXPLICIT CONSENT.

HOW WE USE YOUR INFORMATION

HOW WE USE YOUR INFORMATION WILL LARGELY DEPEND ON YOUR RELATIONSHIP WITH US AND WHY YOU ARE PROVIDING IT. WE MAY USE THE INFORMATION YOU PROVIDE TO:

- FULFIL YOUR REQUESTS AND TO GIVE YOU THE INFORMATION, SUPPORT, SERVICES, OR PRODUCTS YOU ASK FOR.
- KEEP A RECORD OF YOUR RELATIONSHIP TO US, DETAILS OF ANY CONTACT OR COMMUNICATION WHICH WE HAVE WITH YOU AND TO COMPLY WITH OUR ADMINISTRATIVE DUTIES AND FINANCIAL REGULATIONS.
- PROCESS PAYMENTS.
- CARRY OUT STATISTICAL ANALYSIS IN ORDER TO DEVELOP ORGANISATIONAL STRATEGY AND HELP US TO UNDERSTAND HOW WE CAN IMPROVE OUR SERVICES AND MEET THE NEEDS OF BUSINESSES THAT REQUIRE OUR HELP.
- INVESTIGATE AND RESPOND TO COMPLAINTS, LEGAL CLAIMS OR OTHER ISSUES. AT TIMES, WE MAY NEED TO USE YOUR PERSONAL INFORMATION TO PREVENT FRAUD OR TO IDENTIFY MISUSE OF OUR SERVICES.
- WE MAY ALSO USE YOUR PERSONAL INFORMATION FOR OTHER PURPOSES WHICH WE SPECIFICALLY NOTIFY YOU ABOUT AND, WHERE APPROPRIATE, OBTAIN YOUR CONSENT.

DIRECT MARKETING

IF YOU CHOOSE FOR US TO CONTACT YOU BY EMAIL, EVERY MESSAGE WE SEND WILL INCLUDE A LINK TO ENABLE YOU TO OPT OUT OF RECEIVING FUTURE MARKETING MESSAGES.

YOU CAN ALSO CHANGE YOUR PREFERENCES OR OPT OUT OF MARKETING COMMUNICATIONS BY EMAIL TO MAREK@CBCC.ORG.UK.

WHO WE SHARE YOUR INFORMATION WITH

WE NEVER SELL ANY OF YOUR PERSONAL INFORMATION TO ANY ORGANISATION FOR ANY REASON.

WHOM WE MAY SHARE YOUR INFORMATION WITH LARGELY DEPENDS ON YOUR RELATIONSHIP WITH US AND WHY YOU ARE PROVIDING IT. WE MAY SHARE YOUR INFORMATION WITH:

- BANKS AND PAYMENT PROVIDERS – TO AUTHORISE AND COMPLETE PAYMENT TRANSACTIONS.
- CAREFULLY SELECTED PARTNERS WHO PROVIDE SPECIALIST SERVICES WE REQUEST. THIS MAY INCLUDE IT AND DATABASE CONSULTANTS WHO SUPPORT OUR IT SYSTEMS AND HAVE AGREED TO NON-DISCLOSURE AGREEMENTS WHICH PREVENT THEM FROM USING YOUR DATA FOR ANYTHING OTHER THAN THE CLEARLY DEFINED PURPOSE RELATING TO THE SERVICE THEY ARE PROVIDING.

- EVENT ORGANISERS WHO OPERATE EVENTS AND ACTIVITIES WHICH WE HAVE ELECTED TO JOIN AND WHICH YOU HAVE CHOSEN TO PARTICIPATE IN.
- OUR FINANCIAL AND LEGAL ADVISERS IN THE EVENT WE NEED TO OBTAIN ADVICE AND PROTECT OR DEFEND OUR LEGAL RIGHTS.
- LAW ENFORCEMENT BODIES IN ORDER TO COMPLY WITH ANY LEGAL OBLIGATION OR COURT ORDER, OR WHICH WE REASONABLY BELIEVE THAT WE NEED TO DISCLOSE YOUR INFORMATION FOR SUCH PURPOSES.
- OTHER ORGANISATIONS FOR THE PURPOSES OF FRAUD PREVENTION, MISUSE OF OUR SERVICES, MONEY LAUNDERING OR SAFEGUARDING.
- WE WILL ONLY EVER SHARE YOUR DATA IN OTHER CIRCUMSTANCES IF WE HAVE YOUR EXPLICIT AND INFORMED CONSENT.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

WE KEEP RECORDS FOR AS LONG AS REQUIRED TO OPERATE OUR SERVICES IN ACCORDANCE WITH LEGAL, TAX AND ACCOUNTING REQUIREMENTS. WHERE YOUR INFORMATION IS NO LONGER REQUIRED, WE WILL ENSURE IT IS DISPOSED OF IN A SECURE MANNER.

HOW WE PROTECT YOUR INFORMATION

WE PLACE GREAT IMPORTANCE ON KEEPING YOUR INFORMATION SECURE, ACCURATE AND UP TO DATE.

WE HAVE SECURITY MEASURES IN PLACE TO PROTECT AGAINST THE LOSS, MISUSE AND ALTERATION OF PERSONAL DATA UNDER OUR CONTROL. WHILST WE CANNOT ENSURE OR GUARANTEE THAT LOSS, MISUSE OR ALTERATION OF DATA WILL NOT OCCUR WHILE IT IS UNDER OUR CONTROL, WE USE OUR BEST EFFORTS TO TRY TO PREVENT THIS.

UNFORTUNATELY, TRANSMISSION OF INFORMATION OVER THE INTERNET IS NEVER COMPLETELY SECURE. WHILST WE DO OUR BEST TO PROTECT THE SECURITY OF YOUR INFORMATION, WE CANNOT GUARANTEE THAT LOSS, MISUSE OR ALTERNATION OF DATA WILL NOT OCCUR WHILST DATA IS BEING TRANSFERRED, SO ANY TRANSMISSION IS AT THE USER'S OWN RISK.

ANY CREDIT OR DEBIT CARD DETAILS PROVIDED VIA ONLINE REMAIN WITH OUR PAYMENT PARTNER(S) AND DO NOT REACH US.

SOME SERVICE PROVIDERS MAY BE BASED OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA), HOWEVER, WE WILL ENDEAVOUR TO ENSURE THAT ANY DATA TRANSFERS OUTSIDE OF THE EEA ARE CARRIED OUT IN COMPLIANCE WITH RELEVANT DATA PROTECTION LEGISLATION AND THAT THE PROCESSING OF YOUR DATA IS SUBJECT TO APPROPRIATE SECURITY MEASURES.

YOUR RIGHTS REGARDING THE INFORMATION WE HOLD

THE LAW REQUIRES THAT THE PROCESSING OF ANY PERSONAL INFORMATION IS ALWAYS CARRIED OUT IN A FAIR AND BALANCED WAY THAT DOES NOT OVERLY IMPACT THE RIGHTS OF THE PERSON CONCERNED.

YOU HAVE THE RIGHT TO REQUEST A COPY OF THE PERSONAL INFORMATION WE HOLD ABOUT YOU AND DETAILS OF HOW WE USE THAT INFORMATION (CALLED A SUBJECT ACCESS REQUEST). IF YOU THINK ANY OF THE PERSONAL INFORMATION WE HOLD ABOUT YOU IS INACCURATE, YOU MAY ALSO REQUEST IT IS CORRECTED. YOU ALSO HAVE A RIGHT, IN CERTAIN CIRCUMSTANCES, TO REQUIRE US TO STOP PROCESSING YOUR PERSONAL INFORMATION.

FOR MORE INFORMATION ABOUT YOUR RIGHTS PLEASE GO TO THE INFORMATION COMMISSIONER'S OFFICE WEBSITE AT ICO.ORG.UK.

IF YOU WISH TO EXERCISE ANY OF THESE RIGHTS, PLEASE EMAIL MAREK@CBCC.ORG.UK OR WRITE TO US AT THE CONTACT ADDRESS SHOWN BELOW.

UPDATING YOUR DETAILS

IF YOU WANT TO UPDATE ANY OF THE INFORMATION WE HOLD FOR YOU, OR YOU THINK ANY INFORMATION WE HAVE ABOUT YOU IS INCORRECT OR INCOMPLETE, PLEASE EMAIL MAREK@CBCC.ORG OR WRITE TO US AT THE CONTACT ADDRESS BELOW.

COOKIES AND LINKS

WE DON'T COLLECT COOKIES OR ANY INFORMATION ABOUT THE USERS VISITING OUR WEBSITE.

CZECH BRITISH CHAMBER OF COMMERCE WEBSITE MAY CONTAIN LINKS TO OTHER SITES, NOT OWNED OR MANAGED BY US. ONCE YOU HAVE CLICKED ON A LINK YOU ARE ENTERING ANOTHER SITE. WE CANNOT BE HELD RESPONSIBLE FOR THE PRIVACY OF INFORMATION COLLECTED BY WEBSITES NOT MANAGED BY US SO WE ENCOURAGE YOU TO READ THE PRIVACY STATEMENTS OF THESE LINKED WEBSITES AS THEIR PRIVACY POLICY IS LIKELY TO DIFFER FROM OURS.

CHANGES TO THIS PRIVACY POLICY

WE MAY AMEND THIS PRIVACY POLICY FROM TIME TO TIME IN THE EVENT WE MAKE ANY SIGNIFICANT CHANGES IN THE WAY WE HANDLE AND TREAT YOUR PERSONAL INFORMATION, OR TO REFLECT ANY CHANGES TO LEGISLATION. IF OUR POLICY CHANGES, WE WILL AMEND

THIS DOCUMENT AND REPUBLISH IT ON THE CBCC WEBSITE; THE CHANGES WILL APPLY FROM THE MOMENT WE REPUBLISH THE DOCUMENT.

CONTACT

IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, NEED TO UPDATE YOUR DETAILS, OR WOULD LIKE TO EXERCISE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL INFORMATION, PLEASE CONTACT US AT:

CZECH BRITISH CHAMBER OF COMMERCE
UHY OFFICES
QUADRANT HOUSE
4 THOMAS MORE SQUARE
LONDON, E1W 1YW

OR BY EMAIL: MAREK@CBCC.ORG

THIS PRIVACY POLICY (VERSION 1.0) WAS LAST UPDATED ON 21 MAY 2018.

YOU ALSO HAVE THE RIGHT TO CONTACT THE INFORMATION COMMISSIONERS OFFICE IF YOU HAVE ANY CONCERNS ABOUT DATA PROTECTION VIA:

WYCLIFFE HOUSE
WATER LANE
WILMSLOW
CHESHIRE
SK9 5AF
TEL: 0303 123 1113
OR BY EMAIL VIA [HTTPS://ICO.ORG.UK](https://ico.org.uk)