

BOSP PRIVACY NOTICE – MAILING LIST ONLINE SIGN UP

While completing this form, you have provided information about yourself ('personal data'). BOSP is the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.



How we use your data

We will use your data to add you to our online mailing list and send you updates about BOSP. We are processing your data for this purpose only because you have given us your consent to do so, by ticking the appropriate box/completing the form. You can withdraw your consent at any time by contacting us at privacy@bosp.co.uk. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within BOSP will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Where we use a cloud-based service provider for our mailing lists we will share your data with them so they can provide the service. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

We will not provide your data to other parts BOSP, or other businesses so they can use it for marketing purposes.

Retaining your data

We will only retain your data for as long as we need it while you are signed up to our online mailing list.

Security

Your data will be held securely in accordance with BOSP's policies and procedures

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to the website and any transmission is at your own risk.

Where we store and use your data

We store and use your data on BOSP premises, in electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Survey Monkey/MailChimp/Eventbrite etc.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

Contacting us

In the event of any query or complaint in connection with the information we hold about you, or to exercise any of the above rights, please email privacy@bosp.co.uk or write to us at:

Data Protection Lead
BOSP
The BOSP Office
Wat Tyler Country Park
Pitsea Hall Lane
Pitsea
Basildon
Essex
SS16 4UH