

# Westway Trust Business Directory

## Privacy Policy

### **What personal data is collected and why?**

We are collecting data relating to your BUSINESS such as Company name, address, telephone number, email address, in order to compose a business directory in the local area and make it accessible to the public.

### **Accuracy of data**

We will always try to ensure the data we hold about you is accurate and relevant. If you believe the information, we hold about you is out of date or incorrect, please tell a member of staff or see the contacting us section below. You will need to present a form of identification to request any changes

### **How we store and protect your personal data**

These are the basic guidelines we use to look after your personal data.

- We maintain secure systems to protect your personal information
- We respect your wishes about how we contact you, whether by post, telephone, email or text message
- We will update your information or preferences promptly when you ask us to
- We will respond fully to requests from you to see the information that we hold on you.
- We will not hold your personal information for longer than is necessary for our legitimate business purposes.
- We follow strict procedures when storing or handling information that you have given us. Staff at WT have received training in GDPR compliance.
- We will never sell your personal information to a third party. WT reserves the right to store and process information securely outside of the European Economic Area ("EEA")

### **Who we share your data with?**

The information shared in this form will form part of a publicly-available business directory. The directory will be published on Westway Trust's online platforms (including, but not limited to [www.visitportobello.com](http://www.visitportobello.com) and [www.westway.org](http://www.westway.org))

Participants have the option of making their responses visible only to Westway Trust, and not part of a publicly-available business directory.

- Do not share my data on any public directory (Your data will be securely retained by Westway Trust in accordance with the [Westway Trust Privacy Statement](#), and not shared with any other party).

All registered businesses who complete the survey will be automatically subscribed to Westway Trust's communications database. By subscribing to this list, you'll receive a maximum of one email per month from Westway Trust, entitled 'Inside Lane'. You can unsubscribe at any time, and we'll never share your details.

- Do not subscribe my business to Westway Trust's communications database.

### **How long data is kept?**

We retain personal information as long as we consider it useful to contact you, or as needed to comply with our legal obligations. Where data is not needed for legal or statutory purposes, we will delete this information if you request. See the contacts section to request your data to be deleted.

### **Your rights**

Your rights to manage your personal data Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows: Individuals may request access to their personal data held by us as a data controller. Individuals may request us to rectify personal data submitted to us or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which the registered. Individuals may request that we erase their personal data. Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us or clicking on the unsubscribe link in an email received from us. **Updated: 18 November 2019.** Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability. Individuals may request information about, or human intervention into, any automated data processing that we may undertake. If you wish to exercise any of these rights, please send an email to [datacontroller@westway.org](mailto:datacontroller@westway.org).

\* Note that where we are required to hold your data for legitimate business reasons, such as to be able to provide you with services you have requested, your rights may be restricted to the correction of that data. \*

### **Complaints about how we manage your data**

If you are not happy about the way we manage your data, please contact us as quickly as possible by contacting your Centre or usual contacts for providing our service. You may also write to the Data Controller – who will investigate your complaint and get back to you as soon as possible. Information Commissioner's Office (ICO) The ICO is the UK's independent authority set up to uphold information rights. You have the right to contact them should you wish. Details can be found on their website: <https://ico.org.uk/>

### **Updates and changes to the policy**

This policy may be updated from time to time on this page. If you have any questions or comments about our Privacy Policy or how we use your personal information please contact us at [datacontroller@westway.org](mailto:datacontroller@westway.org)

### **Contact**

1 Thorpe Close, London W10 5XL. You can also contact us through our contacts pages on our website, [www.westway.org](http://www.westway.org) Alternatively, you can write or email our Data Controller [datacontroller@westway.org](mailto:datacontroller@westway.org)