

LANCING BUSINESS PARK PRIVACY POLICY

Lancing Business Park (LBP) has reviewed the GDPR Guidance and implemented this Privacy Policy to ensure compliance with the GDPR legislation.

This policy details the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Detailed below is also how the LBP website processes, stores and protects user data and information.

LBP Website

The LBP website is managed by Lancing Business Park BID, who take a proactive approach to the privacy of the user during the use of our website. Our website complies with all UK national laws and requirements for user privacy. The LBP website is managed by Wild Apricot located in Canada who comply with UK GDPR. More information can be found here. <https://www.wildapricot.com/gdpr>

Use of Cookies

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

How the LBP Website Uses Cookies

We may use cookies to remember personal settings you have chosen at our website. In no other context do we use cookies to collect information that identifies you personally. Most of the cookies we set are automatically deleted from your computer when you leave our website or shortly afterwards.

We use anonymous session cookies (short-term cookies that disappear when you close your browser) to help you navigate the website and make the most of the features. If you log into the website, application or a course as a member, your session cookie will also contain your user ID so that we can check which services are available to you to access.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

Should users wish to deny the use and saving of cookies from this website onto their computer's hard drive, they should take necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.

User's Personal Information

When using our website, software applications or services, you may be required to provide the following personal information:

- Name
- Company Name
- Address
- Email
- Telephone Number
- Website

We will use this information to administer our website, applications, client databases and marketing material. We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone, and email details, you consent to Lancing Business Park BID contacting you via these methods. You have the right at any time to request a copy of the personal information we hold on you. Should you wish to receive a copy of this, or would like to be removed from our database, please contact us at admin@lancingbusinesspark.co.uk

Collection of Personal Information

Lancing Business Park BID collects information in two possible ways:

- Directly Provided Data - when you directly give it to us

When you sign up for our site or communicate with us, you may choose to voluntarily give us certain information – for example, by filling in text boxes or completing registration forms for an event. All this information requires a direct action by you at that time to enable LBP to receive it.

- User Authorised Data – when you give us permission to obtain information from other accounts

Depending on your settings or the privacy policies for other online services, you may give us permission to obtain information from your account with those other services. For example, this can be via social media or by choosing to send us your location data when accessing our website from your smartphone.

Storage of Personal Information

Lancing Business Park BID will not retain your personal information longer than necessary. We will hold onto the information you provide either while your account is in existence, or as needed to be able to provide the Services to you, or for as long as is necessary to provide support-related reporting and trend analysis only.

If legally required or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period of time as required, even after you have closed your account or it is no longer needed to provide the Services to you.

Registration/Membership Forms

Lancing Business Park BID will not sell or rent your personally identifiable information, gathered as a result of completing our registration/membership form, to anyone,

Your Data Preferences

We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself.

With respect to the information relating to you that ends up in our possession, and recognising that it is your choice to provide us with your personally identifiable information, we commit to giving you the ability to do the following:

- You can verify the details you have submitted to Lancing Business Park BID by contacting us at admin@lancingbusinesspark.co.uk. Our security procedures mean that we may request proof of identity before we reveal information, including your e-mail address and possibly your address
- You can also contact us by email at admin@lancingbusinesspark.co.uk to change, correct, or delete your personal information controlled by Lancing Business Park BID regarding your profile at any time. Please note though that, if you have shared any information with others through social media channels, that information may remain visible, even if your account is deleted
- You are also free to close your account by emailing admin@lancingbusinesspark.co.uk . If you do so, your account will be deactivated. However, we may retain archived copies of your information as required by law
- Members of Lancing Business Park BID can update their details at any point by logging into their account at <http://www.lancingbusinesspark.co.uk/> using their email address and password
- Non-Members can update their details at any point by emailing updated information to admin@lancingbusinesspark.co.uk
- You can unsubscribe from receiving emails from us by clicking the “unsubscribe” link at the bottom of any email. Once you do this, you will no longer receive any emails from us.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please email admin@lancingbusinesspark.co.uk

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.