

Privacy Policy for the Raven Inn Community Benefit Society Ltd.

The Raven Inn Community Benefit Society Ltd, is a society registered with the Financial Conduct Authority (FCA) Registration Number: 8218

Address:

The Raven Inn Community Benefit Society Ltd
341 Warrington Road,
Glazebury,
Warrington WA3 5LA.

This document covers the following topics:

1. What data do we collect?
2. How do we collect your data?
3. How will we use your data?
4. How do we store your data?
5. Marketing
6. What are your data protection rights?
7. Cookies.
8. Privacy policies of other websites.
9. Changes to our privacy policy.
10. How to contact us
11. How to contact the appropriate authorities.

In what follows, The Raven Inn Community Benefit Society Ltd is referred to as “the Society”.

1. **What data do we collect?** a) Personal identification information (name, address, email address, telephone number, date of birth, shareholder number, national insurance number, share certificate number, bank account number and sort code).
2. **How do we collect your data?**
You directly supply the Society with the data that we collect. We collect data and process data when you complete and submit the paper form of the share application.
3. **How will we use your data?** a) The Society collects your data so that it can:
 - Maintain a list of its members
 - Contact its members (either by email or conventional post) when the Directors believe that this is necessary. This includes, but is not limited to:
 - i. Providing information about the financial status of the Society,
 - ii. Offering new shares to members when they become available,
 - iii. Informing members about interest payments
 - iv. Notifying members of shareholder and other meetings
 - v. Create share certificates
 - vi. Make interest payments to shareholders
 - vii. Maintain a list of the number of shares owned by each member
 - viii. The Society **will not** share your data with other individuals or organisations.

4. How do we store your data?

- The Society stores an electronic copy of your data as an Excel Spreadsheet. This spreadsheet is password protected, stored on a secure server and is accessible only by the Directors of the Society
- If you complete and submit the paper form of the share application. Prospectus then your form will be stored at the Society's address.

5. Marketing

- Your data will not be used for marketing purposes beyond those in 3 (How will we use your data), above.
- The Society **will not** share your data with other individuals or organisations unless legally required to do so.

6. What are your data protection rights?

Every member of the Society is entitled to the following:

- **The right to access:** You have the right to request the Society for copies of your personal data.
- **The right to rectification:** You have the right to request the Society to correct any information you believe is inaccurate. You also have the right to request the Society to complete information you believe is incomplete.
- **The right to erasure:** You have the right to request that the Society erases your personal data, in the event that you cease to be a member of the Society.

7. **Cookies** The Society's website, www.theraveninn.org does not use cookies. When you visit the website we do not collect any information from you automatically.

8. Privacy Policies of Other Websites

The Society website www.theraveninn.org may contain links to other websites. Our privacy policy only applies to our website. If you click on a link to another website you should read their privacy policy.

9. Changes to our privacy policy

The Society keeps its Privacy Policy under regular review and will notify members of any updates through its website. The Society website will always contain an up-to-date version of the Privacy Policy. This Privacy Policy was last updated on 16th September 2022.

10. How to contact us

If you have any questions about the Society's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:

Email us at: admin@theraveninn.org

Write to us at The Raven Inn Community Benefit Society Ltd

341 Warrington Road,

Glazebury,

Warrington WA3 5LA.

11. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the Society has not addressed your concern in a satisfactory manner, you should contact the Information Commissioners Office.
Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

- Web: <https://ico.org.uk/>
- Helpline: 0303 123 1113