

## PRIVACY POLICY

This privacy policy applies between you, the User of this Website and The Balchin Family Society, the owner and provider of this Website. The Balchin Family Society takes the privacy of your data very seriously. This privacy policy applies to use of any and all Data collected by us or provided by you in relation to the use of this Website.

**Please read this privacy policy carefully.**

### Definitions and Interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	Collectively all information that you submit to The Balchin Family Society via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
<b>Data Protection Laws</b>	Any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective within the United Kingdom;
<b>GDPR</b>	The General Data Protection Regulation (EU) 2016/697;
<b>The Balchin Family Society, we or us</b>	The Balchin Family Society
<b>User or you</b>	Any third party that accesses the Website and is not engaged as a consultant or enabling provision of financial services.
<b>Website</b>	The Website that you are currently using, <a href="https://balchinfamily.uk">https://balchinfamily.uk</a> , and any sub-domains unless expressly excluded by their own Terms and Conditions.

2. In this privacy policy, unless the context requires a different interpretation:
  - a. The singular includes the plural and vice versa;
  - b. References to clauses, sub-clauses, schedules or appendices are to those of this privacy policy;
  - c. A reference to a person includes The Balchin Family Society;
  - d. "including" is understood to mean "including without limitation";
  - e. Reference to any statutory provision includes any modification or amendment to it;
  - f. The headings and sub-headings do not form any part of this privacy policy.

### Scope of this privacy policy

3. This privacy policy only applies to the actions of The Balchin Family Society and Users with respect to the Website. It does not extend to any websites that can be accessed from this Website, including, but not limited to any links we may provide.
4. For purposes of the applicable Data Protection Laws, the Website administrator is the "data controller". This means that the Website administrator determines the purposes for which, and the manner in which, your data is processed.

### How we collect Data

5. We collect Data in the following ways:
  - a. data is given to us from you; and
  - b. data is collected automatically.

### Data that is given to us by you

6. The Balchin Family Society will collect your data in a number of ways, for example, when you contact us through the Website, by telephone, post, e-mail or through any other means; in each case, in accordance with this privacy policy.

## Data that is collected automatically

7. To the extent that you access the Website, we will collect your Data automatically. We automatically collect some information about your visit to the Website. This information helps us make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way in which you use and interact with its content.

## Keeping Data secure

8. We use technical and organisational measures to safeguard your Data by storing your Data on secure servers.
9. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

## Data retention

10. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.
11. Even if we delete your Data, it may persist in backup or archival media for legal, tax or regulatory purposes.

## Your rights

12. You have the following rights in relation to your Data:
  - a. **Right to access** – the right to request (i) copies of the information that we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information that we hold about you, we will not charge you for this, unless your request is “manifestly unfounded or excessive.” Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reason why.
  - b. **Right to correct** – the right to have your Data rectified if it is inaccurate or incomplete.
  - c. **Right to erase** – the right to request that we delete or remove your Data from our systems.
  - d. **Right to restrict our use of your Data** – the right to “block” us from using your Data or limit the way in which we can use it.
  - e. **Right to Data portability** – the right to request that we move, copy or transfer your Data.
  - f. **Right to object** – the right to object to our use of your Data including where we use it for our legitimate interests.
13. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this email address: [website.admin@balchinfamily.uk](mailto:website.admin@balchinfamily.uk) .
14. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. In the UK, this is the Information Commissioner’s Office (ICO). The ICO’s contact details can be found on their website at <https://ico.org.uk/>.
15. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

## Links to other websites

16. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## General

17. You may not transfer any of your rights under this privacy policy to any other person.
18. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal, or unenforceable, that provision or part provision will, to the extent required, be deemed to

be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

19. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
20. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

#### **Changes to this privacy policy**

21. The Balchin Family Society reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you will be deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact The Balchin Family Society by email at [website.admin@balchinfamily.uk](mailto:website.admin@balchinfamily.uk).

#### **Attribution**

22. This privacy policy was created using a document from Rocket Lawyer (<https://rocketlawyer.com/gb/en>).