



Lincoln's Pubwatch Scheme



PRIVACY NOTICE (MEMBERS)

This document explains who the Lincoln BIG Security Group (the Scheme) is, why it processes its Members' personal data, and the lawful basis for that processing. It describes the kind of personal data about Members that the Scheme is allowed to process, and what the Scheme can do with it.

Contact details

Lincoln Pubwatch Scheme
PO Box 961
Lincoln
LN5 5EZ
Email address: marion.cooney@lincolnbig.co.uk
Tel: 01522 842711

The Scheme's Data Controller is responsible for ensuring its compliance with current Data Protection law and can be contacted at the above address, email address or telephone number. The Scheme is registered with the Information Commissioners Office as a Business Crime Reduction Partnership.

Purpose of processing personal data

The Scheme processes Members' personal data for the following purposes:

- to enable the efficient management of the Scheme; to manage the membership of the Scheme including subscriptions where relevant; invitations to the Scheme's Annual General Meeting and other meetings where relevant etc;
- to defend and indemnify the Scheme in case of any Member's non-compliance with the Scheme's *Rules & Protocols*;
- to enable the Scheme to communicate efficiently to Members by sending only relevant news, alerts and documents, and information about events which are relevant, to them.

Lawful basis of processing

The Scheme's existing constitution between itself and its Members requires that Members provide their name, postal and email addresses, telephone etc to the Scheme. This contract/agreement means that the Scheme's lawful basis for processing Members' personal data is 'contract' and therefore the Scheme can process Members' personal data without their further consent.

Categories and types of personal data processed

- Name, name and place of employment, postal and email addresses, telephone and other contact details will be processed;
- No sensitive or 'special category' personal data (ethnicity, sexuality, religious beliefs etc) is processed by the Scheme.

Sources of personal data

- The Scheme obtains Members' personal data from existing contracts/agreements with Members;
- Members may themselves update their personal data on the Scheme's online system (My Account).

Recipients of Members' personal data

- The Scheme's Board of Management, Data Controller and formally contracted Data Processors may access Members' personal data;
- Members' personal data will not be passed to any third party unless to the police under warrant or with the expressed permission of the Member;
- The Scheme will not transfer Members' personal data outside the UK.

Data retention period

The Scheme will retain Members' personal data only for as long as each Member remains a Member of the Scheme; when a Member ceases to be a Member of the Scheme he/she must confirm this with the Scheme's Board of Management as specified in the Scheme's *Constitution* at which time all associated personal data will be irrevocably deleted.

In the case of submitted reports, the submitting Member's email address only will continue to be associated with such reports for as long as the report is retained by the Scheme; this is required where a report may be used for evidential purposes in legal proceedings.

Members' rights

- Members can obtain a copy of all their personal data held by the Scheme; Members may access this at any time on the Scheme's online system (My Account) or may be obtained on application to the Data Controller (see **Contact Details** above).
- Members can correct any erroneous data at any time on the Scheme's online system (My Account) or may require the Scheme to correct any errors on their behalf.
- At the conclusion of their Membership, Members' personal data will be irrevocably deleted by the Scheme with the exception of email addresses associated with Incident reports (see **Data Retention Period** above) and may require the data Controller to confirm such deletion. Members have the right to complain about the Scheme to the Information Commissioners at <https://ico.org.uk/concerns/handling/>



Lincoln's Pubwatch Scheme



PRIVACY NOTICE (OFFENDERS) (Short-form)

Contact details:

Lincoln Pubwatch Scheme
PO Box 961
Lincoln
LN5 5EZ
Email address: marion.cooney@lincolnbig.co.uk
Tel: 01522 842711

Members of the Scheme have the right to protect their licensing Objectives from crime and anti-social behaviour and to exclude from their premises anyone who is a proven threat to their property, staff or customers. The Scheme processes your personal data for this purpose. The Scheme's area of operation, and its Exclusion Scheme, extends across Lincoln City Centre

We may process your personal data by collecting, storing, retaining, collating and sharing it. We may also process your de-personalised data for analysis, historical comparisons etc.

Our Members' 'legitimate interests' provides the lawful basis on which we may process your personal data.

We may process only the following information about you:

- your name and facial image and any relevant information about the nature of your activities so that our Members can identify you, submit reports about you, include you in a list or gallery of excluded persons and, if appropriate, ensure our Members are aware of any threat you may represent to the personal safety of Members and their staff, customers etc;
- Your postal and email addresses, telephone number(s) and other contact detail so our Pubwatch Scheme can communicate relevant information with you from time to time;
- Information and evidence about incidents in which you have been involved, so our Pubwatch Scheme can defend our rights against any legal claims you may make against us.

We may collect your personal from:

- Yourself;
- Members of the Scheme;
- Police or other public agencies.

We may circulate your personal information among:

- Members of the Scheme;
- Employees and officers of public agencies involved in the prevention and detection of crime;
- Data Controllers of other organisations like us, in neighbouring areas if there is evidence that have participated, or are likely to participate, in any threat or damage to property, staff and customers in areas outside the Scheme's area of operation.

Offenders:

- **Offender's name and facial image and any relevant information about the nature of his/her activities;** the purpose of this processing is to enable Members to identify Offenders in order to submit reports about them, to include them in a list or gallery of excluded persons (if appropriate and in line with the Scheme's Constitution), and to provide information about them which may be necessary to protect the personal safety of Members and their staff, customers etc. This data may be shared among Members;
- **Offenders' postal and email addresses, telephone number(s) and other contact details;** the purpose of this processing is to enable the Scheme to communicate with Offenders from time to time, for example to send confirmation of exclusions, rules of the exclusion scheme, or confirmation that exclusions have expired. Such data will not be shared with Members;
- **Information and evidence about incidents in which an Offender has been involved;** the purpose of this processing is to enable the Scheme to defend its legal rights against any claim or suit by an Offender or other party. Such data will not be shared with Members but only with the Scheme's Data Controller and Board of Management as necessary in the course of any legal proceedings.
- No sensitive or 'special category' personal data (ethnicity, sexuality, religious beliefs etc) is processed by the Scheme.

You have the right to obtain a copy of all the personal data which we process. To do so, contact us (details above).

If you believe that any of the data we process about you is incorrect, unnecessary or disproportionate, you can require us to correct it. You don't have the right to require us to delete correct, necessary or proportionate information.

You also have the right to complain about us to the Information Commissioners Office at <https://ico.org.uk/concerns/handling/>

This is a short version of our full Privacy Notice which provides you with more information and detail. You can contact us (details above) and we will send you a copy of the full version, or access the full Privacy Notice from our secure website at

www.disc-net.org/lincoln_evening_Privacy_Notice.pdf