



**HCF CATCH Ltd (trading as CATCH, YCF, CCUK & Concom)**

## **PRIVACY Policy**

### **Our Role**

We at HCF CATCH Ltd hold data related to your membership of Concom, CATCH, YCF, CCUK or your subscription to CATCH or as a CATCH Skills delegate.

You will have provided the data we hold on you directly to us at some time through your application to join as a member or subscriber or via registration on a CATCH Skills training event.

As we hold this data, this means we are a "Data controller"

As Data Controller, there are several points which we are required to bring to your attention. These relate to the legal basis upon which we are entitled to process your data, how long we keep it for, what we do with your data and your rights.

### **Basis for processing**

As Data Controller, we undertake processing of your data including actions such as recording, organising and storing data.

We process your data in order to deliver you our membership & training services and to keep you informed via our newsletters.

### **What do we do with your data?**

Members and subscribers of CATCH, YCF, CCUK and Concom will be sent emails inviting you to access our networking services and also regular newsletters.

Our website is managed by Blink Agency (C4DI, 3.01, Queen St, Hull, HU1 1UU) who have access to news and messages sent via our website but not all email addresses that are on our subscriber list.

6B digital host our CRM database and portal which holds all data, therefore will have access.

We do not pass your data onto any other third parties for any reason.

### **How long do we keep your data for?**

We will normally keep your data for the period of your membership or subscription plus 7 years. If you are a Skills customer we will keep your data for 7 years.

### **Your Rights**

We are required to let you know that you can request erasure of your personal data or a restriction on our processing of it. In addition, you can object to us processing your data, and you also have the right to obtain and reuse your data for your own purposes. Where we are relying on consent to process your data, you also have the right to withdraw consent.

You also have the right to request access to your data. If you make such a request, we will respond to it as soon as we can and, in any event, within one month. If, once you review the



data we hold, you notice that there are any mistakes in any of the data, you can also ask us to rectify that data.

Finally, you have the right to lodge a complaint about the way we control your data. In the first instance we would always suggest that you take this up with us first. However, you can also complain directly to the Information Commissioner's Office. The Information Commissioner's Office is the UK's independent body set up to uphold information rights and its contact details may be found on its website [ico.org.uk](http://ico.org.uk). You can also call its helpline on 0303 123 1113.

### **Contact Details**

If you would like to contact us about your data or have any queries in relation to the information set out above, you can do so directly by using the following contact details:

HCF CATCH Ltd  
Redwood Park Estate  
Stallingborough  
Grimsby  
DN41 8TH