

## PRIVACY POLICY

This Privacy Policy sets out details of the personal information that we may collect from you and how we may use that information.

### 1. Who we are and how to contact us or our Data Protection Officer

This Privacy Policy references the Isle of Man Chamber of Commerce, 1st Floor, Hillary House, Prospect Hill, Douglas, IM1 1EQ.

You can contact us at this postal address, at the following email address [Rebecca.george@iomchamber.org.im](mailto:Rebecca.george@iomchamber.org.im) or by telephone on the following number 07624 462550.

We are the data controller of any personal information you provide to us. This means that we are responsible for complying with the relevant data protection law. We have appointed a Data Protection Officer to oversee our handling of personal information. If you have any questions about how we collect, store or use your information, you may contact our Data Protection Officer at the address above. If you have any complaints regarding our use of your personal information, you can contact our Data Protection Officer at the address above.

### 2. What personal information do we collect and why do we collect it?

This Privacy Policy describes what personal information we may collect from you, about you and describes how and why we use your personal information.

Personal data consists of any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. We collect and process the following types of personal data:

- Name, job title, and contact information (email, phone number, address)
- Business information related to your role and organisation
- Preferences for receiving communications from us
- Records of your interactions with our events, forums, and platforms

Committee, Forum and Board meetings may be recorded for the purposes of Minute taking.

### 3. From whom we obtain your personal information and with whom we share it

We collect personal information from a number of different sources including:

- directly from you
- via publicly available sources, such as internet search engines and social media sites
- through market research surveys

We may share your personal information with Chamber of Commerce approved third parties for the following administrative purposes;

- to facilitate the service that we give to you
- to facilitate secure access to online platforms

- to facilitate IT and hosting services.

If you would like further information regarding disclosure of your personal information, please see section 1 for our contact details.

#### **4. The purposes for which your personal information is used**

We will rely on the following legal grounds to process personal information about you:

- the processing is necessary to perform our contract with you
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- where we have a legal or regulatory obligation to use such personal information, and it is necessary to process your personal information to comply with such
- where the use is necessary to establish, exercise or defend our legal rights
- where you have provided your explicit consent to our use of your personal information.

Your data is used to:

- Manage your membership and provide associated benefits
- Communicate about events, updates, and opportunities relevant to your interests
- Facilitate your participation in Chamber forums and initiatives
- Respond to inquiries and provide member support
- Record meetings for Minute taking
- Meet legal and regulatory obligations

#### **5. Change of Purpose**

We will only use your personal information for the purposes for which we collect it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, where this is required or permitted by law.

#### **6. Data Storage and Transfers**

Your data is securely stored on systems hosted by trusted third-party providers, including our chosen CRM.

We (or third parties acting on our behalf) may store or process information that we collect about you in countries outside the Isle of Man and European Economic Area. Where we make a transfer of your personal information outside of the Isle of Man and European Economic Area we will take the required steps to ensure that your personal information is

protected. Such steps may include placing the party we are transferring information to under contractual obligations to protect it to adequate standards. If you would like further information regarding the steps we take to safeguard your personal information, in this regard, please contact us using the details set out in section 1.

## **7. How long do we keep personal information for?**

We will only store your personal information for as long as reasonably necessary for the purposes outlined in this statement. Personal data will be deleted when it is no longer required, and at the very least when an individual's membership has been terminated.

Recordings of meetings will be deleted after 90 days.

## **8. Your duty to inform us of changes**

It is important that personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

## **9. Your rights**

Under data protection law you have the right to make certain requests in relation to the personal information that we hold about you. Your rights include:

- Access your personal data
- Rectify inaccuracies in your data
- Erase your data (right to be forgotten)
- Restrict or object to data processing
- Request data portability
- Withdraw consent at any time

To exercise your rights, please contact us using the details set out in section 1.

## **10. How we protect your personal information**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know and who are subject to a duty of confidentiality.

## **11. What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is to ensure that personal information is not disclosed to any person who has no right to receive it.

## **12. Updates to this Privacy Policy**

We reserve the right to make changes to this Privacy Policy, for example, as the result of new technologies, or other developments in data protection laws or privacy generally. You should check our website from time to time to view the most up-to-date Privacy Policy.

This Privacy Policy was last updated on: 26/02/2025.



# Isle of Man Chamber of Commerce