

Here at Chester Community Energy we want to assure you that your personal information is safe with us. We will never pass your details onto a third party without your agreement.

What we hold

We hold the following information about our members and supporters:

Members

For people who are shareholders, we hold the following information;

- name
- address
- email address
- telephone number
- bank details
- numbers of shares held

For those on our **skills database**, we hold the same information as for members, but in addition have information about any particular skills you may have informed us of which may be helpful for CCE.

We hold the information listed above about **directors** and in addition hold details of their occupations or former occupations.

Where it is stored

Depending upon its sensitivity, physical copies of information is stored in various places. Most of it is stored at either the homes of one of our directors or company secretary, or where the information is more sensitive (e.g. bank details) at their place of work where access to the building is limited and there is lockable storage.

All information which is stored electronically is stored on USB drives which are either encrypted or password protected, or both.

What we do with it

We keep information about you in order to contact you to tell you about our latest news, projects and opportunities; to pay dividends to members and to pass on other information which we consider may be interesting for you.

Under what legal basis do we store information about you

We need this information in connection with the contract between us, under which you bought shares in CCE and because of our legal obligations to HMRC and the FCA.

Your right to know

If you would like to know what information we store about you, please contact info@chestercommunityenergy.org.uk . Please ask us precisely what you would like to know; if you could put "Subject Access Request" as the title, that would be very helpful.

We will keep your data only for as long as is necessary. This is likely to be for 7 years after you no longer have shares with us, to enable us to comply with our obligations to HMRC and FCA.

The Information Commissioner

If you are dissatisfied with anything that we have done in relation to your personal data, please speak to us first so that we can try to rectify any issues. After that, if you are still not satisfied, you have the ability to raise any issues with the Information Commissioner. You can find contact details at www.ico.gov.uk

We thank you for your continued support of CCE.

The Board of Directors