

Updated 22 May 2018.

As a membership organisation the Southwark Chamber of Commerce Limited needs to hold certain types of information about its members. We will limit these to the minimum necessary for effective running of the organisation, for example collecting membership subscriptions in a timely fashion, providing members with information about the Chamber's activities and notifying members of meetings and other events.

The information we retain will include members' names, addresses and email and phone numbers if provided. We will also hold information on members' methods of paying subscriptions to ensure accuracy in records of subscriptions received. We do not retain credit or debit card details. The information that we retain is securely stored and accessible only to Southwark Chamber of Commerce Limited officers with a legitimate interest.

If you leave Southwark Chamber of Commerce Limited, or do not renew your membership, we will remove your details from our database as soon as practical from the date we determine that you have ceased to be a member.

We do not share members' data with any other entities or use it for any other purposes. Approaches from related organisations will come through Southwark Chamber of Commerce Limited.

We consider these data retention policies to be the minimum necessary to deliver effectively the benefits of membership for which you have joined Southwark Chamber of Commerce Limited. Should you at any stage wish us to remove specific information from your records, please let us know by emailing us at [admin@southwarkcommerce.com](mailto:admin@southwarkcommerce.com) Depending on the nature of the information that you wish us to remove from our records it may, however, become difficult for us to deliver the full range of membership services to you. We will inform you if that is the case.

Please do not hesitate to contact us if you have any concerns about our data processing policy and we will do our best to address them.