

GDPR Privacy Notice

PANDEK Group Limited respects your confidence and interest in our services. Safeguarding your personal data and therefore protecting your individual right of self-determination is very important to us. We want you to feel secure when you visit our website or pass personal information to one of our committee members and we comply with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the Data Protection act 2018.

In this privacy notice, we provide you with an overview of what information we collect from you, as clients, customers and employees of PANDEK Group Limited, and how this data is used. We also tell you about your privacy rights and how the law protects you. In addition, you can find a specific privacy policy on our website which governs our use of data when you visit www.pandek.org online.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

What Data do we collect?

- Personal Identification information (Name, postal address, email address, telephone/mobile number).

How do we collect your data?

You directly provide PANDEK Group Limited with most of the data we collect. We collect data and process data when you:

- Register for a meeting.
- Voluntarily or are employed to work with PANDEK Group.
- Use or view our website via your browser's cookies (please refer to specific PANDEK Group Limited website Privacy policy displayed on our website).

How will we use your data?

Our organisation collects your data so that we can:

- Process and manage your clients, customers, employees account (including recording fees status) as-well as manage our register of members.
- Email you with specific promotional, informational or other offers from time to time that the organisation is undertaking.
- Contact you directly to your postal address, where applicable, such as delivery of your welcome brick upon joining the group and other promotional materials from time to time.

How do we store your data?

Our organisation securely stores your data digitally on Microsoft network files on committee member IT equipment and physically (if applicable) within the residential homes of the relevant and responsible committee member.

Our organisation will keep your personal data for the duration of your membership with us and for a period of no more than 1 year in the event you wish to terminate your membership. Once this time period expires we will delete all data associated with your membership account.

Marketing

Our organisation would like to send you information, from time to time, about our products and services that we think you might like.

You have the right to opt out of receiving marketing information directly from PANDEK Group Limited at any time.

If you no longer wish to be contacted for marketing and similar information update activities then please contact us directly (email address provided at bottom of notice).

What are your data protection rights?

Our organisation would like to make sure you are fully aware of your data protection rights. Every member is entitled to the following:

The right to access - You have the right to request our organisation for copies of your personal data. We may charge you a small administrative fee for this.

The right to rectification - You have the right to request that our organisation correct any information you believe to be inaccurate. You also have the right to request our organisation complete information you believe is incomplete.

The right to erasure - You have the right to request our organisation erase your personal data, under certain circumstances.

The right to restrict processing - You have the right to request that organisation restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to our organisation's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that our organisation transfer the data that we have collected to another organisation, or directly to you, under certain circumstances.

If you make a request (called a Subject access request or SAR) we have a period of 1 month/30 days to respond to you in line with legislation. If you would like to exercise any of these rights please write to us at:

Email: info@pandek.org

Changes to our privacy Notice

Our organisation keeps its privacy notice under regular review and will place any updates on our webpage. This privacy notice was last updated on 4th May 2020.

Contact Information

If you have any further questions relating to our information on data protection and the processing of your personal data, please do not hesitate to contact us at any time. We are available at any time to answer information requests, or if you have any suggestions or complaints.

The Organisation responsible for collecting, processing and using your personal data on our website is:

PANDEK Group Limited:

For postal address please email below and it will be sent to you.

Email: info@pandek.org

Data protection officer/ PANDEK Group Limited clients, customers, employee responsible for GDPR matters:

Name: Paul Kelly
and by email: info@pandek.org

Authorities:

Information commissioners office (ICO)
Website: ico.org.uk