



The British Community Committee of France

Data protection statement

This statement explains how the British Community Committee of France (“we” and “our”) handles and uses the personal data we collect about our member Associations, their officers and our past, current and future contacts, as well as Individual Elected or Honorary Members and members of the Executive Committee (“you” and “your”). Developing a better understanding of our members and contacts allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide you with information we consider relevant to members of the British Community in France, and to request you to provide information as necessary for us to publicise the activities of your association whether in our Annual Directory or our Monthly Diary or on our Website or Facebook pages.

We are committed to protecting your personal information and being transparent about what information we hold.

Personal data that we hold

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which your association has provided to us (for example, you may give us information by filling in forms on our on-line e-Cotiz system, or by providing contact information of key members of your association or by corresponding with us by telephone, email or otherwise).

Our records contain:

- the contact details of the association or Individual Elected or Honorary Member or Member of the Executive Committee
- the contact details of the Officers of your association, including but not limited to the Chairman, the President, the Secretary, the Treasurer and the BCC Representative, this data being included in our internal database which is maintained by our Registrar (Mailing List Coordinator) and backed up in a central Dropbox account (and we update these details whenever you let us know that they have changed)
- details of your interactions with us, including:
 - your membership with us
 - your attendance at our events
- personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)
- your communication preferences, to help us provide tailored and relevant communications

Association déclarée sous la loi de 1901

7 rue Auguste Vacquerie, 75116 Paris

Siret 434139952-00015



The British Community Committee of France

How we use your data

Your data is used by us for a number of interdependent purposes in support of the activities of the BCC. These include:

- sending you publications (e.g. the monthly Diary, newsletters on subjects relevant to members of the British Community in France, updates about our activities)
- requesting content relating to your association for those publications
- administrative purposes (e.g. in order to administer an event you have registered for or attended)
- inviting you to our events
- conducting surveys
- sending you details of volunteering opportunities
- internal record keeping, including the management of any feedback or complaints

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us on contact@britishinfrance.email.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

When we share your data with others

Each year we publish a Directory which includes an entry for each member association. The same information is also published on our website, accessible by the general public, as is our monthly Diary of Events which is similarly openly published on our Website and Facebook pages. All information that we use is sourced from your association, and only that information is published in either print or electronic form with your presumed consent. We request an update of that information annually, approximately three months before the printing of the year's Directory although if we do not receive an update from you, the text used in the previous year will be carried forward. If you wish to make any changes to your entry, or if you identify any errors in the information provided, you should contact contact@britishinfrance.email and those changes will be made at the earliest opportunity, although for the printed Directory this can only be in the next edition in the following year.

Association déclarée sous la loi de 1901

7 rue Auguste Vacquerie, 75116 Paris

Siret 434139952-00015



The British Community Committee of France

How we protect your data

Other than as specified in the previous paragraph, we do not share your personal data with others without your prior consent.

We do not sell your personal data to third parties under any circumstances or give permission to third parties to sell on the data we have shared with them.

We also facilitate communication between individual member Associations, but in doing so we do not release personal contact details other than those already publically available in the Directory and its website equivalent without prior permission.

Any transfers by us of your data overseas (outside of the European Economic Area) are protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses laid down by the European Commission (which give obligations for the recipient to safeguard the data) or, before 25th May 2018, based on our self-assessment of the risks involved with the transfer and its determination that the data will be adequately protected during and after the transfer.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of some or all of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing from or via the BCC.
- ask for the transfer of your data electronically to a third party (data portability) at your own risk with respect to your chosen third party.

You have the right to lodge a complaint with the Commission Nationale d'Informatique et Libertés (CNIL) at <https://www.cnil.fr/fr/plaintes>.

Further information

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

The controller for your personal data is the British Community Committee of France and we can be contacted at contact@britishinfrance.email.

Association déclarée sous la loi de 1901

7 rue Auguste Vacquerie, 75116 Paris

Siret 434139952-00015



The British Community Committee of France

Please contact us if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will retain your data indefinitely in support of your lifelong relationship with us or until you request us to do otherwise. We will publish any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure of all your data we hold, we will continue to maintain a minimum core set of personal data as publically available in the Directory or on our Website or Facebook pages at the time (association, contact address and membership details) to ensure we do not contact you inadvertently in future.

Association déclarée sous la loi de 1901

7 rue Auguste Vacquerie, 75116 Paris

Siret 434139952-00015