

## LTR Privacy Notice

We take your privacy seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us in the event you have a complaint.

### Who we are

The LTR collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### The personal information we collect and use

In the course of maintaining the LTR's Directory of Members we collect the following personal information when you provide it to us on the LTR Membership Form:

- First Name
- Surname
- Company Position
- Telephone Number
- Email Address
- Motivation for joining LTR
- Geographic Focus
- Areas of Expertise
- Company Name
- Company Address
- Company Website
- Company Sector
- Brief description of Company Activities and Products
- Authoriser for joining LTR (if applicable)
- Authoriser's Position

### How we use your personal information

We may use the above information to:

- Maintain a database of current LTR Members
- Contact you to attend LTR meetings and request payment of fees
- Publish a list of LTR Members and specific items of information on the LTR website (see below)

### Who we share your personal information with

- We may share your First Name, Surname, Geographic Focus, Areas of Expertise, Company Position, Company Name and Company Sector via the LTR website ([www.londontraderoundtable.org](http://www.londontraderoundtable.org)), in the normal course of making information available about the LTR and its Members to interested parties, to facilitate networking and wider recognition
- Some of the website's users may be based outside the European Economic Area — for further information, including on how we safeguard your personal data when this occurs, see 'Transfer of your information out of the EEA'.
- We will share personal information with law enforcement or other authorities if required by applicable law.
- We will not share your personal information with any other third party.

### Transfer of your information out of the EEA

We may transfer your personal information to entities located outside the European Economic Area (EEA) via the LTR website. We will not otherwise transfer your personal data outside of the United Kingdom or to any other organisation.

### Your rights

Under the General Data Protection Regulation you have a number of important rights free of charge. Please click on the link below for full details, but these rights include to:

- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#). If you would like to exercise any of those rights, or unsubscribe from the LTR's email list, please email our Data Protection Officer, the LTR Secretary (see below).

### How long your personal data will be kept

We will hold personal information for up to two years from the date of your last correspondence with the LTR, unless you make a request for it to be deleted, in which case your entry in the database and any entry on the LTR website will be removed within three months. You have the right to request your information to be deleted at any time by contacting the LTR Secretary.

### Keeping your personal information secure

We believe we have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### How to contact us

If you would like further information please contact our Secretary (Data Protection Officer): [ltrsecretary5@gmail.com](mailto:ltrsecretary5@gmail.com)