



AGM Privacy Notice V1.0

Who we are

Leeds Credit Union is a “data controller” in respect of personal information we process in connection with our business (including the products and services that we provide). In this notice, references to “we”, “us” or “our” are references to Leeds Credit Union. We are registered as a data controller with the Information Commissioner’s Office (ICO), the supervisory authority for data protection within the United Kingdom.

Due to the ongoing restrictions imposed as a result of Covid-19, Leeds Credit Union is holding the Annual General Meeting (AGM) ‘virtually’ via the Zoom video platform on Tuesday 16 February 2021.

As a result of the above, we are intending to use electronic voting via Zoom for the AGM.

This privacy notice will apply to personal information processing activities carried out by Leeds Credit Union on the occasion of facilitating the ‘online’ AGM.

If you have any data protection issues or queries, please direct these to:

Data Protection Officer, Leeds Credit Union, Westminster Buildings, 31 New York Street. Telephone 0113 232 3343 or email services@leedscreditunion.co.uk.

Zoom

We will be using zoom video conferencing to host the meeting. We are obliged to maintain minutes of our AGM. Therefore, we will use the audio and video recording facilities within zoom to ensure the accuracy of the minutes.

As zoom also incorporates a chat facility, we will retain the log of any chat recorded within the meeting. The audio/video recording and chat logs will be retained for 3 months and/or until such time as converted into formal documented and agreed minutes.

For further details as to how zoom may process your personal data, please visit: <https://zoom.us/privacy>

Your rights

We want to make sure you are aware of your rights in relation to the personal information we process about you. We have described those rights and the circumstances in which they apply in the table below.

If you wish to exercise any of these rights, if you have any queries about how we use your personal information that are not answered here, or if you wish to complain please refer to the contact details set out in **Section 1** above.



You also have the right to complain to the ICO if you feel we have infringed upon your rights or privacy. They can be contacted here: <https://ico.org.uk/make-a-complaint/>

Rights	Description
<p>Access – You have a right to get access to the personal information we hold about you.</p>	<p>If you would like a copy of the personal information we hold about you, please refer to the contact details set out in Section 1 above.</p>
<p>Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information.</p>	<p>If you believe that any of the information that we hold about you is inaccurate, you have a right to request that we rectify the inaccurate personal information.</p>
<p>Erasure – you have a right to request that we delete your Personal information, in certain circumstances.</p>	<p>You may request that we delete your personal information if you believe that:</p> <ul style="list-style-type: none"> • we no longer need to process your information for the purposes for which it was provided; • we have requested your permission to process your personal information and you wish to withdraw your consent; • we are not using your information in a lawful manner or; where we are required to erase your personal information to comply with local law. <p>Note: We may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.</p>



Sharing of AGM data with third parties

We will not share your information with anyone outside Leeds Credit Union except:

- where we are required by law and/or a regulatory body;

Leeds Credit Union will not share your information with third parties for their own marketing purposes without your permission.

How long we keep your information

For the purposes of the AGM, we will retain your data for a period of 18 months, after which time, it will be securely destroyed/deleted/erased.

Transferring information overseas

The data provided for the purposes of conducting the pre-cast electronic vote and postal vote will not be shared outwith the EEA.

As zoom is a platform provided by a company within the U.S.A. and outwith the EEA, we will only transfer data where:

- a) we have your explicit consent;
- b) the European Commission has decided that the country or the organisation we are sharing your information with will protect your information adequately;
- c) the transfer has been authorised by the relevant data protection authority; and/or
- d) we have entered into a contract with the organisation with which we are sharing your information (on terms approved by the European Commission) to ensure your information is adequately protected. If you wish to obtain a copy of the relevant data protection clauses, please refer to the contact details set out in Section 1 above.

Security

We are committed to ensuring that your information is secure whilst held and processed by us and with any third parties who act on our behalf. Where we do engage a third party to act on our behalf, we ensure they undertake processing activities using the same standards as ourselves and with suitable data processing or sharing agreements in place.

Further Information

If you would like further information regarding Leeds Credit Union and your privacy, please see our full privacy notice here: <https://www.leedscreditunion.co.uk/regulatory-information/#privacy>