

Promotion Privacy Notice

This Promotion Privacy Notice applies when you provide us with information about this promotion. This is in addition to our main Privacy Notice which can be found at www.boundless.co.uk/pages/security-and-privacy-notice

For the purpose of the Data Protection Act 2018 (the "Act") and the General Data Protection Regulation (the "GDPR"), the controller is Boundless by CSMA. In this notice whenever you see the words 'we', 'us', 'our', 'Boundless', it refers to Boundless by CSMA a trading name of Motoring & Leisure Services a subsidiary of the Civil Service Motoring Association Limited. Our registered office is at Britannia House, 21 Station Street, Brighton, BN1 4DE and registered company number 02813598. We are authorised and regulated by the Financial Conduct Authority.

What Personal Data do we Collect?

When you complete a voting form, you will be asked to submit the following information;

- Membership number
- name
- email address (if completing the online voting form)

Without this information your votes will not be accepted.

When you register at the AGM, you will be asked to submit the following information:

- Membership number
- name

How will we use your Personal Data?

When you provide your details to us, we will process your personal data only for the purposes set out in the terms and conditions. This includes:

Personal data processed	Purpose of processing	Lawful basis for processing
Name and address	To invite all eligible members of the Association to attend or vote via for the AGM.	Carrying out our contractual obligations as set out in our Articles of Association
Membership number, name and email address	Validation of membership, as only valid members can cast a vote	Carrying out our contractual obligations as set out in our Articles of Association
Membership number, name and details of proxy holder and votes	To record votes and proxy holder details	Carrying out our contractual obligations as set out in our Articles of Association
Name (of a proxy holder)	To allocate appropriate vote cards for the AGM	Carrying out our contractual obligations as set out in our Articles of Association
Membership number and name	To check upon registering at the AGM that votes have not already been cast	Carrying out our contractual obligations as set out in our Articles of Association

Who we share your Personal Data with

Personal data collected and process by us may be shared with the following groups where necessary:

- Boundless employees (limited to only those administrating the voting)
- Moore Stephens, who are the appointed independent auditors, to validate the voting

We may also disclose your personal information to third parties if we are under the duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Boundless, our members, volunteers and employees. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

Your Privacy Rights

In addition to the right to be informed about how we use your personal data (as set out in this Promotion Privacy Notice), you have various other rights in respect of the personal data we hold about you – please refer to the main privacy notice here – www.boundless.co.uk/privacy

How Long will Your Personal Data will be kept

We will retain your personal data for no longer than 13 months after the date of the Annual General Meeting in case of any protest or challenge to the results.

Transfer of your Personal Data outside the EEA

We do not transfer the personal data you provide to us in entering the promotion outside the EEA. The information is held and stored in the UK only.

Your Right to Complain

If you have any queries, concerns or wish to make a complaint you should contact our Membership Services Team on membership@boundless.co.uk or by calling [03301 230 278](tel:03301230278) You can also lodge a complaint with a supervisory authority – please refer to the main Privacy notice section 9 for further details.

Questions about this Privacy Notice

If you have any questions in relation to this privacy notice or how we use your personal data, we can be contacted by:

- Email - membership@boundless.co.uk
- Post - Member Services, Boundless, Britannia House, 21 Station Street, Brighton, BN1 4DE
- Telephone - call [03301 230 278](tel:03301230278) (lines open 8am-8pm Monday to Friday, 9am-5pm Saturday and Sunday).

We also have a Data Protection Officer, Andy who is happy to answer any questions or concerns you might have. You can contact him in writing at the address above or by email: dpo@boundless.co.uk.