

# Newsletter Terms & Conditions

By providing your email address you agree to receive electronic newsletters from Boundless. The purpose of this services is to keep you up to date with useful content and offers. The subscription of this newsletter is free of charge and you can unsubscribe at any time.

We reserve the sole right to either modify or discontinue the newsletter, at any time with or without notice to you. We will not be liable to you or any third party should we exercise such right.

We reserve the sole right to unsubscribe users / visitors from or newsletter service, without notice. We will do so with any subscriber that is registered with unrecognisable data.

You have the right to unsubscribe from the newsletter at any time, either by clicking the unsubscribe option on the email or by contacting us to request your removal.

## Privacy Notice For Newsletter

The purpose of this privacy notice is to inform you on how your personal data is used by us here when you sign up to our weekly newsletter.

If you are a member of boundless, this policy is in supplement to our main privacy policy which can be found at [here](#).

### Who are we?

For the purpose of the Data Protection Act 2018 (the "Act") and the General Data Protection Regulation (the "GDPR"), the data controller of your personal data 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.

We use an subscription called Click Dimensions, who provide the technology for the capturing of and sending of emails under the direction of Boundless by CSMA. Click Dimensions act as a data processor and provide the technology and we always remain the controller of your data.

### What Personal Data do we Collect?

When you sign up for our newsletter we ask you to provide your email address This information is required to provide with your confirmation email, your regular newsletter and occasionally tailor content and offers based on your preferences.

We conduct analysis on the information that we hold, which can in turn generate personal data. For example, by analysing your interactions with our newsletter it may be able to help us build a profile about which content and offers are likely to interest you or whether you still have interest in receiving our newsletter.

When you subscribe to our newsletter, you will be asked to submit the following information;

- Email address

Without this information we will not be able to send you the weekly email you have subscribed to. You can opt out of receiving this email at any time.

## How will we use your Personal Data?

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

Personal data processed	Purpose of processing	Lawful basis for processing
Email address	To add your email to the subscription list for the sending of a weekly email	Contractual – as set out in the terms and conditions.
Email address	Sending of the weekly email	Contractual – as set out in the terms and conditions.

## Updating Your Marketing Preferences

We want you to remain in control of your personal data. If at any time, you want to update or amend your personal data or marketing preferences please contact us in the following ways:

Call Boundless:

0800 669944

Phone lines open 8am – 8pm Monday to Friday and 9am – 5 pm Saturday and Sunday. Calls may be monitored and recorded for training purposes.

Write to:

Member Services, Britannia House, 21 Station Street, Brighton, BN1 4DE

Verification, updating and amendment of personal data will take place within 30 days of receipt of your request.

## Who we share your Personal Data with

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

- Third party cloud hosting and IT infrastructure providers who host the website and provide the booking platform.
- Boundless employees

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.

## Storage & Retention of Data

We will only use and store your information for as long as it is required for the purposed of sending you the Boundless newsletter.

You may opt out of receiving the newsletter by selecting the unsubscribe link provided in any email we send. Once you have opted out of the newsletter your data will be deleted or anonymised within one month.

We will conduct analysis on the information we hold. If you have not viewed or clicked our newsletter within a period of 6 months you will receive a final email to confirm your subscription. If your subscription is not confirmed your data will be deleted or anonymised after a period of 14 days.

Should you become a paying member of Boundless, then you will be covered by the Boundless [terms and conditions](#) and [security and privacy notice](#). Your data will be linked to your new Boundless membership account and your subscription will be upgraded to the Boundless membership communications.

When you trust us with your personal data we will always keep your information secure to maintain your confidentiality. We use a strong encryption when your information is stored or in transit to minimise the risk of unauthorised access or disclosure.

Data is held in the Microsoft Azure platform within the EU and we do not transfer the personal data you provide to us to other third parties. Data will not be transferred out of the EEA.

## How we secure your data

Information system and data security is imperative to us to ensure that we are keeping our members safe.

We carefully assess, manage and protect new and existing systems to ensure that they are up to date and secure against ever changing threats. We will also limit access to your personal data to those who have a genuine business need to access it. Those processing your data will do so only in an authorised manner and are subject to a duty of confidentiality.

All our staff complete mandatory information security and data protection training on employment and annually thereafter to reinforce responsibility and requirements set out in our information security policies.

When you trust us with your personal data we will always keep your information secure to maintain your confidentiality. We use a strong encryption when your information is stored or in transit to minimise the risk of unauthorised access or disclosure.

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.

## 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](http://www.boundless.co.uk/privacy)

## 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](mailto:membership@boundless.co.uk) or by calling **03301 230 278**. 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](mailto: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](mailto:dpo@boundless.co.uk).