



# Highland Community **Broadband**

## Highland Community Broadband Community Interest Company

### **Privacy Notice under the General Data Protection Regulation of the EU**

- Highland Community Broadband is a community interest company incorporated and existing under the laws of Scotland, reg. no. SC545398.
- If you subscribe, we intend to use your data in:-
  - administering your (application for and) contract of subscription of HCB; and
  - administering your contract for broadband service from us.
- If you are a member of our staff or a contractor, we intend to use your data in administering the relevant contract of employment/for services.
- We collect your data via online submission and paper documents.
- We will inform you before using personal data about you for any other reasons.
- Our primary lawful basis for processing is administering the relevant contract but any legal requirement and/or your consent may also apply.
- Our data retention periods follow the statutory guidelines. We may retain data for the entire duration of your membership/contract and up to 1 year afterwards where this is necessary.
- **We will never, ever sell, rent or trade your personal data to any 3<sup>rd</sup> party.**
- You have the right to:
  - Be provided with the data that we hold relating to you
  - Rectify / update the data
  - Ask us to remove your data
  - Restrict processing
  - Data portability
  - Object to our use of your data
  - Not to be subject to automated decision-making including profiling.

We will comply within one month of your request, but the consequence of this may be that we will be unable to continue our relationship with you if we cannot hold and process the necessary data about you.

Please email or write to HCB to make a request or make a complaint in relation to your personal data:-

Email: - [info@hcbroadband.co.uk](mailto:info@hcbroadband.co.uk) Post: - HCB, Radio House, Mill Street, Ullapool IV26 2UN

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