



GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY POLICY

To comply with the General Data Protection Regulations (GDPR) 2018

Privacy policy for Newcastle Emlyn Traders Group/Masnachwyr Castell Newydd Emlyn

1. How we collect data about you.

1.1. We may collect and process the following data about you:

1.1.1. Information you give us when entering into membership or an agreement with us. You may also give us information about you by communicating with us by phone, email or otherwise. The information you give us may include your name, address, email address, phone number, information relating to your business.

1.1.2. Information we record about you.

a) Only that supplied by you which is required to carry out the services you have requested of the group.

1.1.3. If you email a question to membership@visitnewcastleemlyn.co.uk, we will need to collect information, so we can respond to you.

2. How we use your information.

2.1. We use information held about you in the following ways:

a) Administer your membership, agreement and relationship with us, and to communicate with you by telephone, mail, email, text (SMS) message, instant messaging or other electronic means.

b) Verify your identity as part of our identity authentication process.

c) Provide you with the information, products and services that you request from us.

d) Provide you with information about products or services we feel may interest you.

e) Notify you about changes to our services.

2.1.2. Information we collect about you. We will use this information to:

a) Administer the work required to fulfil the membership or agreement with you.

b) Improve the service we offer you and to try and ensure that you get the best service from us.

c) Make suggestions and recommendations to you about products or services that may interest you or be beneficial to you.

2.2. Information we receive from other sources. We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

3. Who we share your information with.

3.1. Group members and occasionally 3rd parties, if required to fulfil the membership or agreement between us.

3.1.1. Your information will only be shared with business partners/associates after receiving your acceptance/approval to do so, to enable the performance of the contract/agreement between us.

4. How we contact you and how you can change your preferences.

4.1. We offer you the opportunity to receive information from us. We will normally send material to you via email if we have your email address but may choose to contact you via other methods such as telephone, SMS or mail.

4.2. If you believe any data or information we hold about you is inaccurate or out of date, please let us know by sending us an email to membership@visitnewcastleemlyn.co.uk

4.2.1. If the data in question has been obtained from a third party, where appropriate, we will inform you with whom that data is held and how to contact them in order to resolve.

5. Where we store your data.

- 5.1. All information you provide to us and that we obtain about you is stored in Email, and if necessary, as paper copies by the Secretary.
- 5.2. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website. (Any transmission is at your own risk.) Once we have received your information, we will use strict procedures and security features in order to prevent unauthorised access, loss or damage.

6. How long we keep your information for.

- 6.1. How long we keep your information will depend on the purpose for which we use it. We will only retain your information for as long as is necessary for those purposes.
- 6.2. We keep the information that is needed to provide you with a service that you have requested.
- 6.3. If you have asked us not to use your details for marketing purposes, we may still need to keep them to make sure our systems reflect your preferences.

7. Requesting a copy of your personal information.

- 7.1. Under the General Data Protection Regulations, you may request a copy of any personal data about you held by us and we have up to 40 calendar days to respond. Any access request will be free of charge. You will need to make a separate request for each company within the group of affiliated companies whose records you wish to access.
- 7.2. The request must be in writing and must contain the following:
 - 7.2.1. Your name,
 - 7.2.2. Your company name and postal address, and
 - 7.2.3. A telephone number where you can be reached.
- 7.3. You must also provide:
 - 7.3.1. Your signature,
 - 7.3.2. The date of the request, and
 - 7.3.3. Signed authority from the individual whose data is required if you are applying on their behalf.
- 7.4. Please send your request to membership@visitnewcastleemlyn.co.uk

8. Changes to our privacy policy.

- 8.1. Any changes we may make to our Privacy Policy in the future will be advised by the contact details supplied on your membership or an agreement with us.

9. Links to third party websites

- 9.1. Our website www.visitnewcastleemlyn.co.uk may include links to other sites. We make every effort to provide links to high quality, reputable sites, but we are not responsible for their privacy practices, site content or the services they offer. Please always check the privacy policies of any sites we link to.

10. If you need to contact us.

- 10.1. If you have any questions or need information about this privacy policy, please email them to membership@visitnewcastleemlyn.co.uk



POLISI PREIFATRWYDD RHEOLIADAU DIOGELU DATA CYFFREDINOL (GDPR)

I Gydymffurfio â Rheoliadau Diogelu Data Cyffredinol (GDPR) 2018

Polisi preifatrwydd ar gyfer Masnachwyr Castell Newydd Emlyn/Newcastle Emlyn Traders Group

1. Sut rydyn ni'n casglu data amdanoch chi.

1.1. Efallai y byddwn yn casglu ac yn prosesu'r data canlynol amdanoch chi:

1.1.1. Gwybodaeth yr ydych yn ei rhoi i ni wrth ymrwymo i aelodaeth neu gytundeb gyda ni. Efallai y byddwch hefyd yn rhoi eich gwybodaeth trwy gyfathrebu â ni dros y ffôn, e-bost neu fel arall. Gall y wybodaeth a roddwch inni gynnwys eich enw, cyfeiriad, cyfeiriad e-bost, rhif ffôn, gwybodaeth sy'n ymwneud â'ch busnes.

1.1.2 Gwybodaeth rydyn ni'n ei gofnodi amdanoch chi.

a) Dim ond yr hyn a gyflenwir gennych chi sy'n ofynnol i gyflawni'r gwasanaethau rydych chi wedi gofyn amdanynt gan y grŵp.

1.1.3. Os anfonwch gwestiwn at membership@visitnewcastleemlyn.co.uk, bydd angen i ni gasglu gwybodaeth, fel y gallwn ymateb i'ch ymholiad.

2. Sut rydyn ni'n defnyddio'ch gwybodaeth.

2.1. Rydym yn defnyddio gwybodaeth a gedwir amdanoch chi yn y ffyrdd a ganlyn:

a) Gweinyddu'ch aelodaeth, eich cytundeb a'ch perthynas â ni, a chyfathrebu â chi dros y ffôn, post, e-bost, neges destun (SMS), negeseuon gwib neu ddulliau electronig eraill.

b) Gwirio'ch hunaniaeth fel rhan o'n proses dilysu hunaniaeth.

c) Rhoi'r wybodaeth, y cynhyrchion a'r gwasanaethau rydych chi'n gofyn amdanynt nhw gennym ni.

d) Rhoi gwybodaeth i chi am gynhyrchion neu wasanaethau rydyn ni'n teimlo gallai fod o ddiddordeb i chi.

e) Eich hysbysu am newidiadau i'n gwasanaethau.

2.1.2. Gwybodaeth rydyn ni'n ei chasglu amdanoch chi. Byddwn yn defnyddio'r wybodaeth hon i:

a) Weinyddu'r gwaith sy'n ofynnol i gyflawni'r aelodaeth neu'r cytundeb gyda chi.

b) Wella'r gwasanaeth rydyn ni'n ei gynnig i chi a cheisio sicrhau eich bod chi'n cael y gwasanaeth gorau gennym ni.

c) Wneud awgrymiadau ac argymhellion i chi am gynhyrchion neu wasanaethau a allai fod o fudd i chi.

2.2. Gwybodaeth a gawn o ffynonellau eraill. Efallai y byddwn yn cyfuno'r wybodaeth hon â gwybodaeth rydych chi'n ei rhoi i ni a gwybodaeth rydyn ni'n ei chasglu amdanoch chi. Efallai y byddwn yn defnyddio'r wybodaeth hon a'r wybodaeth gyfun at y dibenion a nodir uchod (yn dibynnu ar y mathau o wybodaeth a dderbyniwn).

3. Gyda phwy rydyn ni'n rhannu'ch gwybodaeth.

3.1. Aelodau'r grŵp ac weithiau 3ydd parti, os bydd angen cyflawni'r aelodaeth neu'r cytundeb rhyngom.

3.1.1. Dim ond ar ôl derbyn eich cymeradwyaeth y byddwn yn rhannu eich gwybodaeth â phartneriaid busnes / cymdeithasau, er mwyn cyflawni'r contract / cytundeb rhyngom.

4. Sut rydyn ni'n cysylltu â chi a sut y gallwch chi newid eich dewisiadau.

4.1. Rydym yn cynnig cyfle i chi dderbyn gwybodaeth gennym ni. Byddwn fel arfer yn anfon deunydd atoch trwy e-bost os oes gennym eich cyfeiriad e-bost ond efallai y byddwn yn dewis cysylltu â chi trwy ddulliau eraill fel ffôn, SMS neu bost.

4.2. Os ydych chi'n credu bod unrhyw ddata neu wybodaeth sydd gennym amdanoch chi yn anghywir neu'n hen, rhowch wybod i ni trwy anfon e-bost atom i membership@visitnewcastleemlyn.co.uk

4.2.1. Os cafwyd y data dan sylw gan drydydd parti, lle bo hynny'n briodol, byddwn yn eich hysbysu gyda phwy y cedwir y data hwnnw a sut i gysylltu â hwy er mwyn ei ddatrys.

5. Lle rydyn ni'n storio'ch data.

5.1. Mae'r holl wybodaeth rydych chi'n ei darparu i ni ac rydyn ni'n ei chael amdanoch chi yn cael ei storio yn Email, ac os oes angen, ceir copïau papur gan yr Ysgrifennydd.

5.2. Yn anffodus, nid yw trosglwyddo gwybodaeth trwy'r rhyngwyd yn gwbl ddiogel. Er y byddwn yn gwneud ein gorau i amddiffyn eich data personol, ni allwn warantu diogelwch eich data a drosglwyddir i'n gwefan. (Mae unrhyw drosglwyddiad ar eich risg eich hun.) Ar ôl i ni dderbyn eich gwybodaeth, byddwn yn defnyddio gweithdrefnau caeth a nodweddiad diogelwch er mwyn atal mynediad, colled neu ddifrod heb awdurdod.

6. Am ba hyd yr ydym yn cadw'ch gwybodaeth.

6.1. Bydd pa mor hir yr ydym yn cadw'ch gwybodaeth yn dibynnu ar y pwrpas yr ydym yn ei defnyddio. Dim ond cyhyd ag sy'n angenrheidiol ac at y dibenion hynny y byddwn yn cadw'ch gwybodaeth.

6.2. Rydym yn cadw'r wybodaeth sydd ei hangen i ddarparu gwasanaeth yr ydych wedi gofyn amdano.

6.3. Os ydych wedi gofyn inni beidio â defnyddio'ch manylion at ddibenion marchnata, efallai y bydd angen i ni eu cadw beth bynnag i sicrhau bod ein systemau'n adlewyrchu'ch dewisiadau.

7. Gofyn am gopi o'ch gwybodaeth bersonol.

7.1. O dan y Rheoliadau Diogelu Data Cyffredinol, gallwch ofyn am gopi o unrhyw ddata personol amdanoch chi sydd gennym ni ac mae gennym hyd at 40 diwrnod calendr i ymateb. Bydd unrhyw gais mynediad yn rhad ac am ddim. Bydd angen i chi wneud cais ar wahân ar gyfer pob cwmni o fewn y grŵp o gwmnïau cysylltiedig y dymunwch gael gafael ar eu cofnodion.

7.2. Rhaid i'r cais fod yn ysgrifenedig a rhaid iddo gynnwys y canlynol:

7.2.1. Eich enw,

7.2.2. Enw a chyfeiriad eich cwmni, a

7.2.3. Rhif ffôn lle gellir eich cyrraedd.

7.3. Rhaid i chi hefyd ddarparu:

7.3.1. Eich llofnod,

7.3.2. Dyddiad y cais, ac

7.3.3. Awdurdod wedi'i lofnodi gan yr unigolyn y mae angen eu data os ydych chi'n gwneud cais ar eu rhan.

7.4. Anfonwch eich cais at membership@visitnewcastleemlyn.co.uk

8. Newidiadau i'n polisi preifatrwydd.

8.1. Bydd unrhyw newidiadau y gallwn eu gwneud i'n Polisi Preifatrwydd yn y dyfodol yn cael eu cynghori gan y manylion cyswllt a ddarperir ar eich aelodaeth neu gytundeb gyda ni.

9. Dolenni i wefannau trydydd parti

9.1. Gall ein gwefan www.visitnewcastleemlyn.co.uk gynnwys dolenni i wefannau eraill. Rydym yn gwneud pob ymdrech i ddarparu cysylltiadau â gwefannau parchus o ansawdd uchel, ond nid ydym yn gyfrifol am eu harferion preifatrwydd, cynnwys eu gwefan na'r gwasanaethau y maent yn eu cynnig. Gwiriwch bolisiâu preifatrwydd unrhyw wefannau rydyn ni'n cysylltu â nhw bob amser.

10. Os oes angen i chi gysylltu â ni.

10.1. Os oes gennych unrhyw gwestiynau neu os oes angen gwybodaeth arnoch am y polisi preifatrwydd hwn, anfonwch e-bost i membership@visitnewcastleemlyn.co.uk