

# Bright Exchange Privacy Notice

The Bright Exchange is a LETS (Local Exchange Trading Scheme) based in Brighton and Hove, East Sussex. Under the new General Data Protection Regulations, we need to tell you what we do with the personal information that you have supplied to us.

The Bright Exchange is committed to protecting your privacy and ensuring the security of your personal data. When you signed up you gave us your name and address, D.O.B. (optional) and phone/email contact details (where applicable) for the purposes of trading with other Bright Exchange members. We also use this information to contact you by phone/email/ letter as part of our administration and communication with members and sending out newsletters and other relevant information.

Your details are held only by us and are never passed on, shared or sold to any other person or organisation. Your personal data is not used for profiling or marketing. Your data is accessible by Bright's members only and the Core group Administrators. Your address and DOB. are only visible to the Administrator who has permitted access rights to update your account, not to other members, but you can indicate your age range on your personal profile.

If you contact us we may keep a record of this communication. While you remain as a member then your permission is assumed for your personal data to be used on the website in accordance with this Privacy Notice and the Member Agreement.

If you wish to leave the Bright Exchange you must notify us and then your account will be inactivated so that your personal data will be removed from the visible area of the website but it will remain on our database, with your closing account balance but not visible to other members. Members when leaving may opt to donate their personal balance to another member or a general support fund.

Members should not share or disclose any information from the website to anyone else without permission. Any member found to be misusing any personal data from the website will have their membership immediately terminated.

You have the right to see the personal data that we hold about you and the right to have any incorrect information amended. You also have the right to request that your personal data is erased, or to object to its processing, however we will then no longer be able to accept you as a member on our website or communicate with you. You also have a right to complain to the Information Commissioner's Office (ICO) if you believe that your personal data has been misused.

By logging into and visiting the Bright Exchange website and providing us with this data and having drawn this statement to your attention, you agree to our use of your personal data in accordance with this Privacy Notice. You have the right to 'opt out' of the database by contacting us to request your membership cease. All members are responsible for keeping their personal information up to date and accurate and notifying us of any changes.

If you cannot access the internet or use the website for any reason such as disability then please let us know and someone can do it for you i.e act as a 'buddy' for you to keep your information up to date or send you a printed directory.

If you have any queries about your personal data or how we use it please contact us.

Website: [www.brightexchange.uk](http://www.brightexchange.uk)

Original version by Maggie Chamberlain (Core Group member) - 13<sup>th</sup> May 2018  
Updated by Mary Fee (LETSlink) - 3<sup>rd</sup> May 2023