



COMIT PROJECTS LTD

Construction Opportunities for Mobile IT - www.comit.org.uk
The Centre of excellence for mobile IT in construction

DATA PROTECTION POLICY / GDPR for COMIT PROJECTS LTD

COMIT PROJECTS Ltd (hereafter referred to as COMIT) has an extensive database of its members and member-partners. This database contains the company name, contacts at that company, their email address and where known, their position and phone contact number, as well as the Company address.

This database only contains those contacts who have asked to be added. This is where new members join COMIT or where a new person joins an existing member firm. No contact is added or deleted without that person's permission.

The database is maintained by the Financial and Membership Director of COMIT (currently Geraldine Samuelsson-Brown) and is never shared with any external third party. However, the database is very occasionally used by the COMIT Chair or other COMIT management for direct and pertinent COMIT business.

Any COMIT mass mailing is always sent "blind copy"

Anyone identified in an email (see above blind copy reference) is with their permission as they may be the originator who is seeking feedback from members whose emails will not be visible. In such cases the e-mailing is done by the COMIT Financial and Membership Director or by another COMIT manager on behalf of the originator.

COMIT also keeps records of delegates who attend each event: Community days, the COMIT two-day conference, COMIT Drone Community, sign-ins to webinars etc. No emails regarding attendees are given to any third party (such as the event host) unless the delegates have given prior permission.

The Database is held at the Financial and Membership Director's office where it is backed up each evening.

COMIT also sometimes use a third-party cloud-based application (Mailchimp) for sending out emails. This has its own database of contact names and email addresses which is updated from our main database on a regular basis. Anyone on the Mailchimp database can request to be removed either by using the unsubscribe link that appears in any Mailchimp email that they receive from COMIT, or by directly contacting a member of the COMIT team.

The COMIT website may also hold a person's contact information but this is also with their permission such as on a case study or article that the originator has written and therefore approved.

Since COMIT is a member-based organisation we are very protective about how we hold or share data so that members are not compromised by any third-party approach or overwhelmed by too many emails generated from the COMIT management.

For any query regarding this policy please contact the Financial and Membership Director, Geraldine Samuelsson-Brown at the address in the footnote or by email: gerry@comitprojects.com or mobile: +44 7775 677 547.

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