



Privacy Notice

Sundown Trading Limited referred to as The Sundown, 'we' or 'our' is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your relationship with us under the Data Protection (Jersey) Law 2018 ("DPJL").

The Sundown is a "Data Controller", which means we are responsible for deciding how we hold and use personal information. We are also registered with the Jersey Office of the Information Commissioner ("JOIC") – Registration 102189.

We will comply with data protection law, the principles of which says that the personal information we hold about you must be: -

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept your data only as long as necessary for the purposes we collected it.
- Kept securely.

The Sundown is accountable to you and the authorities for showing compliance with ("DPJL") and demonstrating how we are compliant.

Terms used

"Data protection laws" means the Data Protection (Jersey) Law 2018, General Data Protection Regulation, UK General Data Protection Regulation, Data Protection Act 2018 and any other data protection law relevant to this notice.

"personal data" means any information relating to a living individual who can be identified directly or indirectly from the information.

"special category data" means data relating to your health (including mental health), genetic data, and biometric data processed to identify an individual uniquely and ethnically.

The Data Protection Officer ("DPO")

We have appointed a DPO to oversee compliance with this Privacy Notice.

If you have any questions about this Privacy Notice or how we handle your personal information, contact the DPO at dataprotection@sundown.com

You have the right to complain to the JOIC at any time.

Contact details for these are outlined at the bottom of this Privacy Notice.

The Kind of Information We Hold About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

To explain this, we will list our different services when we collect or use additional information about you.

How Is Your Personal Information Collected?

When you contact us, we collect personal information about you, engage us to attend one of our events or provide us with your data for another specific purpose.

What information do we collect about you?

- Name
- Title
- Address
- Telephone number
- Email address
- Signature

What Special Category Data do we collect about you?

The Sundown does not collect Special Category data from clients

How will we use information about you?

We will only use your personal information when the law allows us to.

Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for our **Legitimate Interests** (or those of a third party), your interests and fundamental rights do not override those interests. An example is when we use your data to send you information.
- You have **Consented** to contact us for a specific purpose, such as you are subscribed to receiving marketing material about The Sundown services.

We may also use your personal information in the following situations, which are likely to be rare:

Change of purpose

We will only use your personal information for the purposes we collected it unless we reasonably consider that we need to use it for another reason. That reason is compatible with

the original purpose.

If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Data Sharing

We do not pass on information gained from your engagement with us without a clear legal basis. However, we may disclose your Personal Information to meet legal obligations, regulations, or valid governmental requests.

We use certain third parties, or Processors, to provide or support our services. We have appropriate agreements with those processors to ensure the safety of your information. For information on these processors, please see the table below. We do not share your information with any processors for direct marketing purposes.

The current data processors used by The Sundown are:

Data Processor Name	Reason	Link to the privacy notice
EagleEye	CCTV Providers – we have CCTV at our premises and offices. Eagle Eye only have access when requested to service or remove images. They do not have remote access.	Eagle Eye (eagleeyedvr.co.uk)
Mailchimp (a service from Intuit)	Sending news, updates and invitations Administering surveys	https://www.intuit.com/privacy/statement/
Office360	Internal Documents Storing and managing your personal data	Privacy
Propelfwd	Communication with Data Subjects and Supervisory Authorities	https://propelfwd.com/privacy-notice/

Processors are other organisations/services carefully chosen by The Sundown to process your information correctly and securely. In the case of organisations outside of Jersey, the United Kingdom and the European Economic Area (EEA):

(a) we have prior written instructions for the transfer or

(b) We have entered specific contractual terms with them to ensure that they treat your personal data in a way that is equivalent to what they would be required to do if they were established in Jersey.

We ensure that your privacy rights are respected in line with this notice and the same protection is given to your data as laid down by the DPJL.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, altered, disclosed, or accessed unauthorised. In addition, we limit access to your personal information to those Staff, Agents, Contractors and other third parties on a need-to-know basis.

They will only process your personal information on our strict instructions and are subject to a duty of confidentiality.

Details of these measures may be obtained from our DPO.

We have put in place procedures to deal with any suspected data security breach and notify you and any applicable regulator of a suspected breach where we are legally required.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data and the potential risk of harm from unauthorised use or disclosure of your data. The purposes for which we process your data and whether we can achieve those purposes through other means and the applicable legal requirements.

You can request our Data Retention Schedule from our DPO if required.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use it without further notice.

Access to and control of your personal information

The personal information we hold about you must be accurate and current.

Please keep us informed if your information changes during your relationship with us.

Under certain circumstances, by law, you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This right enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This right enables you to have any incomplete or inaccurate data we hold about you corrected.

- **Request erasure** of your personal information. This right enables you to ask us to delete or remove personal data where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** your personal information where we rely on a legitimate interest (or those of a third party). There is something about your particular situation that makes you want to object to processing on this ground. You also have the right to object to processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This right enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request the erasure of your personal information, object to the processing or request that we transfer a copy of your personal information to another party, contact our DPO at dataprotection@sundown.com

You will not have to pay a fee to access your personal information (or exercise any other rights). However, we may charge a reasonable fee if your access request is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

How to request your information and what we may need from you

If you wish to exercise any of your rights, send your request to dataprotection@sundown.com We will respond to your request under Data Protection Legislation.

We reserve the right to ask for proof of your identity and address (such as a copy of your driving license or passport - please do not send any original documents), and we also further reserve the right, under DPJL, to request for additional information reasonably required to identify the specific information being requested or referred to, or any additional information reasonably required to confirm your identity.

You can use the Data Subject Access Request form on our Cookie Banner to complete our online form. If you have any questions about this process or your rights, contact our DPO. You can also email or verbally make your request over the telephone to one of our team, whatever way you feel more comfortable with it.

We will respond to your request without undue delay, but certainly within Four Weeks after satisfactory identity verification. In some circumstances, we can apply an eight-week extension to this time frame if the request is complex and cannot be answered in four weeks. If this is to happen, we will inform you as soon as possible.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to collect, process and transfer your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, contact our DPO at dataprotection@sundown.com

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to unless we have another legitimate basis for doing so in law.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about processing your personal information or requesting you to confirm the accuracy of the information we hold on you.

Complaints

We want to resolve any complaints you have about how we process your information. You have the right to complain to the JOIC about how we have used your data.

The details for each of these contacts are:

The Sundown

2nd Floor, Commercial House, Commercial Street, St. Helier, JE2 3RU, Jersey

Email dataprotection@sundown.com

Jersey Office of the Information Commissioner (JOIC)

2nd Floor, 5 Castle Street, St Helier, Jersey JE2 3BT

Telephone +44 (0) 1534 716530 or email enquiries@jerseyoic.org