

THE ANTHONY HALL (ASTON CLINTON)



RCN 1190479 / Company No: CEO22587
Licensed for Music and Dancing
Premises Licence No 12/00816/LAPRE(PR0047)

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The Anthony Hall GDPR Privacy Statement (November 2020)

Summary

We value the privacy of your personal information.

This Anthony Hall Privacy Statement outlines how we collect, hold, use and disclose your personal information. By visiting our website, using any of our services, or providing us with your personal information, you agree to your personal information being collected, held, used and disclosed as set out in this Privacy Statement.

The Purposes for Which We Hold, Use and Disclose Personal Information

We collect personal information for the purposes of booking the Anthony Hall for hire.

We also use the personal information that we hold, to contact you, to notify you about changes to the booking, to confirm the booking and to collect payment.

We may also hold and use your personal information for the following purposes:

- To deal with enquiries – we may need to collect your personal information to answer an enquiry you make;
- Dealing with a complaint – for example a complaint made by you in respect of the hall hiring;
- Maintaining and improving our service, – for example, we may review your personal information to identify how our booking services can be improved;
- Processing payment;
- Other purposes – for any other purpose communicated to you at the time we collect your personal information or as required or permitted by law.

Occasionally we may be required or authorised to collect personal information because of laws in the United Kingdom or an order of a Court / Tribunal. If we are collecting personal information for this purpose, and we are permitted to do so, we will tell you.

Personal Information We Collect and Hold

The personal information we collect and / or hold about you and other individuals (such as your spouse, partner or children) may include:

- name, of you, your colleagues/employees and/or family members,
- contact details such as address, phone, fax and email of said persons
- bank account details;
- your hiring details;
- information relevant to the booking such as:
- details of insurance policies you hold; and
- details of who will be attending the hiring such as entertainers, or other third parties.

What Happens if You Don't Give Us Your Personal Information

If you don't provide us with the required personal information, we will not be able to complete the booking of the hall.

How We Collect and Hold Personal Information

How we collect:

We may collect personal information about you and other individuals in various ways including:

- over the phone, including telephone recordings;
- via our website;
- in person;
- in writing, including via email and hard copy forms
- social media or other on-line sources where data is in the public domain

When we collect personal information from you about someone else:

We may seek to collect from you personal information about another person in relation to your booking. If you provide us with information about another person, then you must:

- have their consent to do so; and
- tell them:
 - that you are disclosing their personal information to us; and
 - Refer them to this Privacy Statement.

Holding personal information:

We hold personal information electronically and on paper / in hard copy.

For the personal information we hold electronically we take reasonable security measures including firewalls, and secure logon processes.

For the information we hold in hard copy / on paper we have in place reasonable confidentiality procedures and we also take reasonable security measures. We also require third party providers to hold personal information securely.

Your Rights

Your information will be held for at least seven years for legal, regulatory and accounting purposes and thereafter for as long as reasonably necessary or as we are contractually required to do so.

You have the right to withdraw consent for us to process your information at any time.

You have the right to withdraw consent for us to pass your information to third parties that we have outlined in this policy.

Accessing your information (Subject Access Request):

You can make a written request to access the personal information we hold about you. If we aren't able to meet your request for access, we'll let you know why.

You have the rights to the following information: -

- The purpose(s) for which we are processing your information.
- The categories of personal information we hold about you
- The recipients or categories of recipient to whom the personal data have been or will be disclosed.
- The period for which we will store your information; or the criteria used to determine that period.

Further Rights:

To rectification or restriction of the way in which we are processing your information; or to object to us processing it.

To erasure of your personal information provided it is no longer necessary for the purposes for which it was collected; or where there is no legal basis for us processing it.

You can exercise any of these rights at any time by writing to xxxxxxxx

If you are not satisfied about the way in which your information is handled you have the right to lodge a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Keeping your information accurate:

We take reasonable steps to ensure that the personal information we collect and store, use or disclose is accurate, up-to-date and complete.

Complaints about how we handle your personal information:

If you have a complaint about our handling of your personal information or an alleged breach of the principles contained in the GDPR 2018 please contact us and provide us with the details of your complaint / the alleged breach as well as any supporting evidence. You can contact us by emailing us at theanthonyhallac@gmail.com.

We will promptly acknowledge the complaint, carefully investigate it and determine the steps that we will undertake to resolve your complaint. We will contact you if we require any further information and will provide you with our determination once it is made. If you are unhappy with our determination, please contact

Transfer of Information Overseas

We will not transfer your data overseas.