



Chichester City Arts Centre LLP  
St Bartholomew's Church  
Mount Lane  
Chichester, PO19 3DQ

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# Chichester City Arts Centre LLP

## Customer Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

### Contact details

#### Post

Chichester City Arts Centre, St. Bartholomew's Church, Mount Lane,  
CHICHESTER, West Sussex, PO19 3DQ, GB

#### Telephone

01243971826

#### Email

[info@chichestercityartscentre.com](mailto:info@chichestercityartscentre.com)

### What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Payment details for refund of Cleaning Deposits

## Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Contracts in the form of our Hire Agreements.

## Where we get personal information from

- People directly

## How long we keep information

We will keep data for up to 5 years.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

2 July 2024