

## **DATA PRIVACY NOTICE**

### **ST MARTINS HOUSE CONFERENCE CENTRE**

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### **2. Who are we?**

St Martins House Conference Centre (SMH) is a division of the Leicester Diocesan Board of Finance (LDBF), which is the data controller. This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

SMH complies with its obligations under the "GDPR" by: -

- keeping personal data up to date;
- by storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes; to: -

- Enable us to provide conferencing and hospitality services to clients and people enquiring about these services;
- Administer records necessary for business purposes including financial accounts, client accounts, client contact details.
- Enable us to provide Christian books and resources of various kinds to clients and enquirers of Christian Resources Leicester;
- Inform you of news, events, activities and services running at SMH or elsewhere by email, phone or post.

#### **4. What is the legal basis for processing your personal data?**

- Explicit consent of you (the data subject) so that we can keep you informed about news, events, activities and services;
- The processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with third parties where

St Martins House  
7 Peacock Lane  
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- this is necessary for the performance of the contract or to take steps before entering into a contract;
- the third party is processing data for us as a service to SMH;
- we have your consent.

## **6. How long do we keep your personal data?**

We keep data as follows:

For contracts and accounts – we keep data for six years after the expiry of the contract or account.  
For enquiries which don't result in a contract or account – we keep data for two years after the final contact.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Diocese of Leicester holds about you;
- The right to request that the Diocese of Leicester corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Diocese of Leicester to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the DAC Secretary & Database Manager at the above address, telephone number: 0116 261 5332 or <mailto:database@leccofe.org>. Alternatively, you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.