



The Aldeburgh Jubilee Hall CIO Privacy Statement

Who we are

We are:

The Aldeburgh Jubilee Hall CIO registered charity number: 1155896

Where to find us

Our contact details are:

Postal address : Aldeburgh Jubilee Hall, Crabbe St, Aldeburgh, Suffolk IP15 5BN

Email: manager@aldeburghjubileehall.co.uk

Telephone: 01728 452392

Website: www.aldeburghjubileehall.co.uk

What we do

We are a charity. Our core activity is the ownership and management of the Aldeburgh Jubilee Hall as a public space for performance, entertainment and the creative arts.

Whose personal data we hold and how we collect them

We hold personal data of: consumers, suppliers, hirers, performers, staff and visitors to our website.

As regards consumers, we collect personal data through our core business and via our website.

As regards suppliers, performers, hirers and staff we collect personal data through our core activity.

As regards visitors to our website (which may be but are not limited to consumers), we collect information from our website and cookies.

What personal data we hold

As regards consumers, we hold names and contact details as well as financial information arising from sale of tickets.

As regards suppliers, performers and hirers, we hold names, contact details and other information we reasonably require for our core activity.

As regards staff, we hold personal data including sensitive personal data that we reasonably require for our core activity.

As regards visitors to our website (including but not limited to consumers), we hold only anonymised basic information.

What we use it for

We process the personal data we hold mainly for the purposes of our core activity. We may also process your personal data: for regulatory purposes, for example to comply with anti-money laundering law; where we have a legitimate interest (for example in personal data arising from website traffic); if with your consent we send you information about future events or a newsletter.

Consent

We do not include anyone on our distribution list unless they give us consent to do so.

How long we keep your personal data

If you are a consumer, we hold personal data while with your consent you remain on our distribution list. If you are not on our distribution list, we will generally hold your personal data for 6 years after selling you tickets. If you ask us to delete your personal data from our records, we will do so immediately.

If you are a supplier, performer or hirer we hold personal information while we use your services or intend to do so in the future or vice versa.

If you are a member of staff, we hold your personal data while you work for us and for 12 months thereafter.

If you are a visitor to our website, we hold personal data for 90 days.

Privacy

We operate a policy of “privacy by design.” We will therefore maintain the confidentiality of your personal data to the extent consistent with the lawful purposes we use them for. We will apply enhanced management where we hold sensitive personal data about you, for example financial data.

Sharing

Except as explained below, we do not share customer personal data with anyone else.

We share anonymised personal data from our website and cookies with Google Analytics to understand the flow of traffic to our website and improve our service.

Your right to ask us what we know about you

You are welcome to ask us what personal data we hold about you. If you want us to correct personal data which are incorrect, we will comply with your request.

If you are a consumer and you want us to delete the personal data we hold about you we will do so.

If you are a supplier, performer, hirer or member of staff and you want us to delete the personal data we hold about you we will do so unless we have a good reason to do otherwise. A good reason might be that you are a member of staff and we require your personal data to discharge obligations arising from our core activity.

Registration

We are registered with the Office of the Information Commissioner and you can find out more information about them on ico.org.uk

Officers

Our data controller is The Aldeburgh Jubilee Hall CIO and our data protection officer is Mark Fairweather. If you have an enquiry about our use of your personal data or want to make a complaint about it you should contact our data protection officer. You can also make a complaint about us to the ICO.

Mark Fairweather May 2018.