

## **The Aldeburgh Jubilee Hall CIO Privacy Statement**

**Revised and Approved May 2022**

### ***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](mailto:manager@aldeburghjubileehall.co.uk)

Telephone: 01728 452392

Website: [www.aldeburghjubileehall.co.uk](http://www.aldeburghjubileehall.co.uk)

### ***What we do***

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

### ***Whose personal data we hold and how we collect it***

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 but is 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 it 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 is 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 hiree 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](http://ico.org.uk)

### ***Officers***

Our data controller is The Aldeburgh Jubilee Hall CIO and our data protection officer is David Mackie. 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. Reviewed by David Mackie February 2022.*