

Fishbourne Centre Trading Limited Data Protection Policy

This is a statement of data protection policy of the Fishbourne Centre Trading Limited (the Centre) for its users, suppliers and others with whom it communicates; taking account of the General Data Protection Regulations (GDPR). There is a separate policy for employees.

It is necessary for the Centre to collect and process certain types of personal data about individuals' using the Centre, suppliers, officialdom and others with whom the Centre deals, to whom the Centre provides facilities and with whom it communicates. The Centre also operates CCTV for security and safeguarding purposes which records individuals' attending, or in the proximity of, the Centre.

Under the GDPR the Centre must and does comply with a number of important principles regarding the processing of personal data.

The data controller of the Centre is the Management Committee. Details at Annex. Personal data collected by the Centre are processed entirely by employees and members of the Management Committee of the Centre.

The Centre aims to adhere fully to the principles set out in the GDPR, specifically to:

- Fully adhere to the conditions of fair and legal bases of collecting and using personal data: in particular to fulfil a contract or legitimate interest. It is clear that we cannot book rooms, parties, events etc, get suppliers to supply, or fulfil our legal duties to officialdom, without contact details and contacting individuals.
- Meet legal obligations to specify and periodically review the purpose for which personal information is used. In particular, personal data will be used only for the purpose of the Centre's business, eg booking a room, event or place at an event, maintaining the building and meeting legal obligations. Data will not be transferred outside the UK.
- Only collect and process the personal information necessary to carry out the business of the Centre and to comply with legal requirements.
- Ensure that the information collected, recorded and used is as accurate as possible. In particular, since the information comes from individuals requiring a service, it can be reasonably assumed, at least in the first instance, that the information is accurate.
- Ensure that personal information is not held any longer than necessary. In particular personal information of those using the Centre's facilities will be retained for 12 months after the event has been held or a contract completed or terminated, and then destroyed; some limited data will need to be retained for a longer period to comply with legal requirements. Suppliers' information in the public domain will be retained for as long as we have the need and potential need of their services.
- Take account of specific safeguards for sensitive information; eg financial and disability information. This information will be retained only as long as it takes to satisfy the contract or booking and will be destroyed as soon as the contract or booking is completed.
- Communicate with individuals and users of the Centre about their rights to access the personal information we hold; ie make enquiries about it, correct it, and delete it. Such communications will be handled efficiently and promptly.
- Ensure that data is kept securely.

Annex

The Management Committee of the Fishbourne Centre Trading Fund (the Centre) is the data controller for the purposes of the General Data Protection Regulations 2018 (GDPR). Contact address is Data Controller, Fishbourne Centre, Blackboy Lane, West Sussex, PO18 8BE.

Data Protection notice for booking form

The Centre's data protection policy is available on the Centre's website at www.fishbournecentre.org.uk

In line with the General Data Protection Regulations, we will hold securely any personal data and use it only for the purpose for which it is submitted.

We will keep your data for as long as it takes to complete your booking or contract and destroy it after 12 months. If you want to see what data we keep, or want to change or delete any data, please tell us.

It goes without saying that we need certain basic information to enable us to satisfy your contract, booking or request, but is at the absolute minimum necessary.