

Bishop Woodford House Retreat & Conference Centre

Data Privacy Notice

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?

The Warden of Bishop Woodford House Retreat & Conference Centre is the data controller (contact details below). This means he decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Bishop Woodford House Retreat & Conference Centre 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.

Staff at the Retreat Centre needs to be able to get in touch with the key people who are organising events with us to help us provide a proper service to you.

The services and daily legitimate activities we offer/undertake include:

- Arranging retreats, for both groups and individuals
- Conferences and training events
- Celebration events
- General catering the above types of event

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

- **(a) Consent** of the data subject so that we can keep you informed about events, activities and services and keep you informed about Retreat House events. We process data so that we can settle invoices both from and to us.
- **(b) Contract** processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- **(c) Legal obligation**, we are bound by law to keep certain data; to process your gift aid donations, data required under the Immigration (Hotel Records) Order, 1972
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the Retreat House staff in order to carry out provide the services we are arranging for you. We will only share your data with third parties outside of the Retreat centre with your consent.

6. How long do we keep your personal data?

- We will only keep information for as long as necessary. If you no longer hold an administrative role in the organisation that you arranged an event for please tell us and your information will be archived in accordance with our Data Retention guidelines.
- We will retain archived information to ensure a consistent and historical record is kept with respect to accounts in accordance with our Data Retention guidelines.
- Some personal information may be retained to ensure compliance with our legal safeguarding requirements.

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 Bishop Woodford House Retreat & Conference Centre holds about you;
- The right to request that Bishop Woodford House Retreat & Conference Centre 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 Bishop Woodford House Retreat & Conference Centre 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), (where applicable)
- 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;
- 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 The Warden office@bishopwoodfordhouse.com 01353 663039

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.