



PRIVACY POLICY

This privacy notice explains how the Moresk Centre (as a Data Controller) collects, uses and protects personal data that we hold.

YOUR PERSONAL DATA

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") 2018 and the principles set out in it.

The Moresk Centre is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

THE DATA WE COLLECT ABOUT YOU

We collect the following personal data about the person(s) responsible for making a booking, paying the invoice or running a regular activity or one-off event at Moresk, along with individuals who are volunteers or contractors who carry out work at the centre. The data is collected via telephone, email and text enquiries, online booking forms First name, Last name, Title, Postal Address, Landline and/or Mobile phone numbers, Email address.

HOW DO WE USE YOUR PERSONAL DATA?

- To administer our booking system. If you do not book online via our website, we will input the personal data you give us into the system on your behalf. Or website is confirmed as GDPR compliant.
- To communicate with you regarding current and future bookings.
- To publicize your activity or event on our web site and printed versions
- To send you (usually by email) regular updates about your responsibilities as a hirer or additional information about facilities provided

- We do not share your contact details with any other organisation, or publication but you should be aware that if your booking status on our website is set to Public then your email address and phone number(s) are freely available on our web site for anyone to view and use.
- We will only use photographs on our web site or Facebook page with your consent.
- We comply with our obligations under the GDPR and the principles of the DPA 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. You can access the personal information that we hold about you by submitting an Access Request to the Moresk Centre. This request must be in writing and clearly specify the information you require. Complaints or queries Please contact our Booking Manager in the first instance. Or if you are not content that your request or review has been dealt with correctly, you can appeal to the Information Commissioner's Office to investigate the matter further by writing to: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.