

Data Privacy Statement

The Richard Mayo Centre, Eden Street, Kingston KT1 1HZ

1. 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').

You may be asked for personal information if you want to request information from us, or choose to contact us using our [online form](#). In each case we will only use the personal information you provide to deliver the services you have told us you wish to take part in.

2. Data Controller

The Data Controller for the Richard Mayo Centre (RMC) is the Eldership (serving elders) of Kingston United Reformed Church (KURC) and it decides how, and for what purposes, your personal data is processed

3. How does the Richard Mayo Centre process your personal data?

The Richard Mayo 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.

We use personal data for the following purposes: –

- to administer our contractual obligations,
- to maintain our financial accounts and records;
- to provide information about services offered by the RMC ;

The Richard Mayo Centre has no employees. Persons who work in a paid capacity on its behalf are employees of Kingston United Reformed Church, which has defined its own Data Privacy Statement (see

http://www.kingstonurc.org/KURC_GDPR_Data_Privacy_Statement_January_2019.pdf).

4. The Richard Mayo Centre's legal basis for processing your personal data?

The Richard Mayo Centre is a part of Kingston United Reformed Church (KURC), and exists to raise revenue for KURC, and to service its local community, by managing the hire and rental of KURC's premises to third parties.

Its data processing relates only to users of such services (who may be companies or private individuals); and to companies, sole traders and anyone who supplies goods and services used by the Richard Mayo Centre. All such data are supplied to the Richard Mayo Centre on a purely voluntary basis by the individuals or companies wishing to enter a commercial contractual relationship with it.

The provision of your contact details and names of key people is required from you in order to deal

with your enquiry and arrange and manage any booking. If you do not provide us with this information we will not be able to proceed with the booking.

Having acquired the data, the Richard Mayo Centre follows the guidance in Article 5(1) of the GDPR regulations, in particular the requirement for 'data minimisation'. It ensures that the data it holds are 'adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed'.

5. Sharing personal data

Personal data will be treated as strictly confidential and will not be shared with third parties without explicit consent, except that:

- We may share your information with our accounting software provider where needed to process our accounts.
- We will share personal information with law enforcement or other authorities if required by applicable law or where we otherwise need to do so (for example to report a possible criminal offence).
- We may share your details with enforcement officers or agents, the court and our professional advisers, where we need to enforce our rights to payment, or other rights

6. How long does the Richard Mayo Centre keep data?

Data are retained on the following basis:

Record Type	Retention Period
Insurance Records	Indefinitely
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints	3 years after resolution of complaint (unless further action is anticipated)
Visitors Books	Indefinitely
Supplier and customer invoices; contractual information associated with licences and lettings; individual banking details.	6 years from the end of the last financial year to which they relate
Contact details	Your name, address and email address and any other contact details provided as an enquiry using the RMC contact form will be held for up to 2 years, whether or not a booking is made.
Image data (CCTV)	KURC deploys closed circuit television cameras in its premises, for enhanced safety and security. The images captured by these cameras are held securely for between one and two months. At the end of this period they are overwritten and can no longer be viewed.
Safeguarding matters	Indefinitely or until advised otherwise by authorities.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, individuals have the following rights with respect to personal data: –

- The right to request a copy of the personal data which the Richard Mayo Centre holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the Richard Mayo Centre corrects any personal data if it is found to be inaccurate or out of date;
- The right to request personal data is erased where it is no longer necessary for the Richard Mayo 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 you with personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of 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 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 Premises Manager at the Richard Mayo Centre, Eden Street, Kingston KT1 1HZ, premises@urckington.org.uk.

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.

Premises Manager
 The Richard Mayo Centre
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