

Attend an event Privacy Notice

1 Introduction

Bishop Creighton House(BCH) is committed to respecting and protecting your privacy. We believe in making things easy for people we interact with. We know there's nothing more off-putting than the sight of a lot of small print, so we've made our Privacy Policy clear, simple and easy to read.

This Privacy Notice describes how we process personal data when you attend any of the events which BCH runs or hosts or supports. Examples include

- classes and clubs run at our offices through one of our projects e.g computer, fitness, Tai chi, choir
- social events sponsored by one of our projects held in the office e.g coffee mornings, lunches
- events sponsored by one of our projects held at other venues e.g cinema trips, sporting events, 'walkwell'

Our privacy notice is structured by providing you with information about how we manage data relevant to all our interactions with you - for example your data protection rights, who to contact, who we share your data with. We then have answers to the common questions that people ask about how we protect data for this interaction.

2 What's changed?

There have been no material changes to the policy since it was last updated. We have changed the way it is presented.

3 Our promise to you

BCH is committed to protecting your privacy. We will always keep your personal information safe and will never sell it to third parties. We will be clear and open with you about why we collect your personal information and how we use it.

4 Who is in control of your information?

We never lose sight of the fact that it is your personal information and you own it and can choose who has access to it and how it is processed.

BCH are registered as the 'Data Controllers' with the Information Commissioner's Office (ICO).

Details are published on a register on the ICO website where you can also find lots of useful information about Data Protection, what it means to you as an individual and how it applies to companies like BCH.

The law within the European Economic Area gives those whose personal data is held by BCH specific rights to control the personal data held about them. These include the right to:

- right of access - to obtain from BCH, confirmation that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data and details of any recipients
- request corrections of personal data which is inaccurate
- request deletion of data where there is no need for BCH to keep it
- request BCH stops processing associated your personal data
- request we provide you the personal data you have provided us in an electronic format e.g CSV file
- object to any unsolicited information sent by BCH regarding promotions or new products and services
- ask for human intervention in automated decision making, note, however BCH has no automated decision making processes .
- right of withdraw consent to processing personal data at any time

If any individual wishes to contact BCH regarding the personal data held about them or has any other question about BCH data privacy procedures, they should direct an email to Rory Gillert - RGillert@creightonhouse.org send a letter to Rory Gillert at 378 Lillie Road, London SW6 7PH.

If any individual wishes to complain about how BCH is handling data or responding to requests they should contact the Information Commissioners Office - <https://ico.org.uk/concerns/handling/>

5 What we do with your data?

5.1 How does BCH obtain personal data?

Most is collected direct from you yourself, or from the person registering on your behalf.

5.2 What types of personal data does BCH collect and use?

We collect basic contact information in order that we can manage event •examples name, address, phone numbers, email address. Without this information we may not be able to contact you if there are changes in the event details. You may choose to disclose dietary and allergy information where refreshments is being served or medical information if it impacts the delivery of the event. You do not have to provide this information, if we do not have it the event may not be as satisfactory for you.

5.3 How does BCH use the personal data it holds?

To invite individuals to event which may be of interest to them.

To facilitate successful events and ensure that there is sufficient space for all to enjoy the event.

To improve future events.

To Information provided to sponsors to encourage them to continue to sponsor BCH or as a requirement of funding.

5.4 What processing of personal data is done?

Your contact information may be used to publicise the event to you. The basis that we process this data legitimate interest as you have attended previous similar events, or contact as you have been accepted on one of our programs. The basis that we process this data associated with the event is contract as you will be attending one of the events we host.

Registration information is used to ensure that events are appropriately run, and payment taken where necessary.

Registration on the day may be processed in the event of an incident to ensure everyone's safety.

Information provided either before or during event may be used to assess suitability of event and make adjustments to meet your requirements.

Filming and photographs will be reviewed for a may be used to publicise.

feedback is reviewed to improve future events we host.

We may create Anonymous information on number of individuals attending events and demographics. This is generally done on the basis of legal requirement with our sponsors.

5.5 Who does BCH share personal data with?

Many of the classes organised by BCH at our offices are run by external companies. We have carried out a basic due diligence of these companies. The companies may require additional information before individuals are able to join classes •they have their own data protection policies which may not be the same as BCH's.

5.6 How long does BCH keep the personal data it holds?

BCH would generally expect to keep event information for up to two years.

External companies running classes have their own data protection policies which may not be the same as BCH's.

5.7 Does BCH transfer personal data overseas?

When BCH contacts you via email to publicise events we use Mailchimp which is a US based company. Where we ask you for feedback from events we use SurveyMonkey which is a US based company. We rely on the Privacy Shield Framework to transfer this information to Mailchimp.

Organisations who are running the event may have different policies.

5.8 How does BCH protect the personal data it holds?

Organisations running classes We generally do not have a contract with these organisations. Each of these organisations is required to protect data under data protection legislation. There polices may not be the same as BCH's.

Many events are supported by volunteers. Volunteers have all signed an agreement so they will protect data in the same way that BCH does, and will manage your data in the way we tell them to.

6 Children's data

Where BCH provide links to websites of other organisations or refer to other services this privacy notice does not cover how those organisations processes personal information.

We would encourage you to read the privacy notices for the other organisations and websites you visit.

7 Links and other services

BCH regards the confidentiality and security of personal data we hold very seriously. BCH has implemented appropriate internal security procedures that restrict access to and disclosure of personal data within BCH. These procedures will be reviewed from time to time to determine whether they are being complied with and are effective. Where data is shared by third parties they are bound by contract to do the same.

BCH has implemented security measures e.g. it has achieved the Cyber Essentials Certification.

8 How is data protected?

9 Policy updates

As part of BCH's commitment to compliance with data privacy requirements, and to reflect changes in BCH's operating procedures, BCH may update the terms of this policy from time to time.

10 Contact details

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