



St Mary's Millennium Centre (Liverpool) Limited
(Registered in England Number: 3559818 and registered Charity Number: 1071799)
Meadow Lane, West Derby, Liverpool L12 5EA
Telephone: 0151 256 0022 Email: smmcwestderby@outlook.com
www.stmarysmillenniumcentre.co.uk

Policy Document

PRIVACY NOTICE

(Information for Clients or User Groups)

Reviewed / Updated: 23th November, 2023

APPROVED BY TRUSTEES		DATE
1	Original issue	24 th August, 2021
2	Approved	13 th October, 2021
3	Re-approval (<i>Appendix A added to document</i>)	11 th November, 2021
4	Re-approval	23 rd November, 2023
5	Next review/update due (Or earlier if relevant UK legislation changes)	3 rd Quarter of 2026

PRIVACY NOTICE

1.0 INTRODUCTION:

The General Data Protection Regulation (GDPR) is a first step toward giving the public more control over how their personal data is used by organisations. Two basic goals of GDPR are transparency and a clear explanation of how the personal data is used.

This document aims to explain how St Mary's Millennium Centre (Liverpool) Limited (StMMC) uses the personal data it collects from its clients and user group leaders.

StMMC is fully committed to processing and protecting client and user group leaders' personal data in accordance with our responsibilities under GDPR.

We normally collect client and user group data when taking a firm booking to hire one of our community centre rooms and use our facilities, including equipment if specifically requested.

Before a booking can be formalised, a client or user group leader must complete our standard 'Booking Form' and confirm they have read and understood our 'Booking Terms and Conditions'.

2.0 PURPOSE:

The purpose of this privacy notice is to formally set out in a clear, concise and transparent manner how StMMC collates personal information to open a business account and how the information is used and kept secure. Furthermore, it is a requirement under GDPR for organisations to have a formal and clear statement.

3.0 SCOPE OF DATA REQUIRED:

The personal data required is limited and only relevant to establishing an account and operating on a commercial business trading relationship with StMMC.

This will enable StMMC to manage clients and user group leaders account effectively by maintaining contact, keep you updated, issue you with newsletters, and to invoice you for room hire and using our facilities.

The personal data required before a booking can be accepted is summarised as follows:

- Name of client / User Group / Contact Name
- Postal address details
- Landline telephone number
- Mobile phone number
- Email address
- Bank payment details (If required)

StMMC takes client and user group privacy seriously and takes every reasonable measure to keep your personal data secure. Completed 'Booking Forms' are kept in a locked cupboard to protect them from unauthorised use.

StMMC will not sell or share your personal data with other organisations. However, we may share or disclose your personal data if we are legally required to do so.

Personal information is not held on the StMMC website. However, we may mention your activity on our website to keep the community aware of the activities which are available for them to join in at the StMMC.

We do not maintain a register of the members of the individual user groups, which is the responsibility of the user group leader.

4.0 CONSENT TO USE OF INFORMATION:

When a client or user group initially provides personal data outlined in Section 3.0 above, they consent that the information can be used by StMMC for the reasons also stated in Section 3.0 above.

5.0 RETAINING PERSONAL INFORMATION:

StMMC will retain personal data as long as necessary to continue providing the service requested by the client or user group leader.

If you no longer continue to use our centre, the client or user group file will be removed from the StMMC operational file and stored separately and securely for 12 months before being disposed of.

Further information on the storage and disposal of personal data held by StMMC is provided in our document: Documentation Storage and Disposal Policy.

6.0 DATA PROCESSOR:

The StMMC Centre Manager has overall responsibility for the day-to-day management of the Centre and signing-off Booking Forms and opening a client or user group account with StMMC and as such is effectively the organisation's Data Protection Officer.

7.0 UPDATING PERSONAL DATA:

StMMC normally requests clients and user group leaders to update their personal data by completing a new Booking Form on an annual basis. However, clients and user group leaders have a responsibility to notify the StMMC Centre Manager immediately of any changes when they arise, including information they want to be erased, by simply contacting the Centre Manager as follows:

- **Telephone: 0151 02560 0022 and Email address: smmcwestderby@outlook.com or by writing to the: Centre Manager, St Mary's Millennial Centre (Liverpool) Limited, Meadow Lane, West Derby, Liverpool L12 5EA**

8.0 COMMUNICATION OF PRIVACY NOTICE:

This Privacy Notice is published on the StMMC website. Reference is also made to the Privacy Notice on the Booking Form and a summary is given on our Terms and Conditions Form. Copies are available to user groups and clients upon request.

9.0 YOUR DATA PROTECTION RIGHTS:

Your data protection rights are summarised in Appendix One for User Group Leaders and Clients.

APPENDIX ONE

SUMMARY OF YOUR DATA PROTECTION RIGHTS & HOW TO COMPLAIN

(A) CONTACT DETAILS FOR StMMC:

If you have any concerns about our use of your personal information, in the first instance you should make a complaint direct to us at the StMMC address below:

The Centre Manager, St Mary's Millennial Centre (Liverpool) Limited, Meadow Lane,
West Derby, Liverpool L12 5EA

Telephone: 0151 02560 0022 and Email address: smmcwestderby@outlook.com

(B) SUMMARY OF YOUR DATA PROTECTION RIGHTS:

Under data protection law, User Group Leaders and Clients have rights including:

Your right of access: You have the right to ask us for copies of your personal information.

Your right to rectification: You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure: You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing: You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing: You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability: You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to make a request, please contact us at the above address.

(C) HOW TO COMPLAIN:

If you are not satisfied with the outcome of your complaint to StMMC, you can also complain to the ICO at the address below:

Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>