

# Warwickspace Privacy Notice

## Why we have the information

Most of our information kept about our users is from the booking forms filled in by the groups / individuals and any meetings held with regular groups.

This is requested on the booking forms so we know how to contact the groups or individuals, understand the background of the groups, what activities they perform and how to ensure we can bill for the use of the centre.

## Why we keep the information

We keep the data from the booking forms to ensure we can answer any queries following the booking and to ensure we have the contacts should we need them, particularly for longer term bookings.

We keep contact details of our current users and group contacts should we like to keep you informed of news and developments regarding the centre, as well as for arranging meetings and discussions.

Information is kept during the length of the booking and kept updated for those ongoing bookings by the main user groups of the centre.

Following a booking that didn't materialise, we will keep information from the booking form for 12 months.

For bookings that have terminated, we will keep that information for a period of 24 months.

Financial information, for example regarding booking invoices, may be kept for up to 7 years.

## What we do with that information

Email contacts and names are kept on the Gmail account we administer.

Booking forms and information are kept securely either in paper form or on secured computers.

Warwickspace will not forward on any personal information to third parties.

## Your rights under the General Data Protection Regulation (GDPR)

- The right to make a Subject Access Request to access their own personal data.
- The right to have their personal data corrected if it is inaccurate.
- The right to object to processing of their personal data.
- The right to have their personal data erased or to be forgotten.

Requests may take up to a month to be processed, and requests may be refused if deemed manifestly unfounded or excessive. Warwickspace will communicate the reasons of a refusal within a month of the request.

To exercise any of the above rights or if you have any queries regarding this policy, please contact us via email: [info@warwickspace.org.uk](mailto:info@warwickspace.org.uk)