

Shoebury Coastal Community Interest Company - Privacy Notice to Customers

Shoebury Coastal Community Interest Company (“we” or “us”) are committed to complying with data protection legislation and to respecting your data protection rights. This privacy notice applies to potential and actual customers. It explains what personal data we collect, why and how we collect and process your data and what rights you have with respect to personal data.

Who we are

We operate a heritage and community centre for the public benefit at the Cart and Wagon Shed in Shoeburyness. You can contact us about data protection issues by writing to the Company Secretary, Shoebury Coastal Community Interest Company, 63 Thorpedene Gardens, Shoeburyness, Southend-on-Sea, Essex, SS3 9JE.

The type of personal data we collect and how we collect it

If you wish to hire one of our rooms, we ask you for your name, postal and e-mail addresses and telephone number, and the purpose of the hire.

Why we collect this information and what we do with it

We collect this information in the first instance to assess whether to enter into a hire agreement with you. If we do enter into a hire agreement, we need your personal details in order to fulfil the hire agreement and to maintain proper accounting and tax records. Following completion of the hire, we may need to use the information if there are any disputes or claims. If you do not supply this information, we will not be able to enter into a hire agreement with you.

We store this information on paper and electronically. We may share information about your booking with staff of Serendipity Cafe Southend CIC, who are located at the Cart and Wagon Shed, in order to fulfil the booking.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are

- We have a contractual obligation to fulfil the booking.
- We have a legal obligation to maintain proper accounting and tax records.
- We have a legitimate interest in determining whether a hire would be consistent with our objects and in enforcing our rights under the hire agreement.

We are required to maintain information necessary for accounting and tax purposes for up to four and seven years respectively. Other information is retained only for so long as there is a reasonable possibility of a dispute or claim in relation to the hire (which we assume to be six months from completion of the hire unless there is evidence to the contrary).

Your data protection rights

Under data protection law, you 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.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address above. You also have the right to make a complaint at any time to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF (or at www.ico.org.uk/concerns).