

1. Contents

2. Privacy notice	1
3. Consent	2
4. Disclosure	2
5. Your rights as a data subject	2
6. Online privacy statement.....	3
7. Document Owner and Approval	5

2. Privacy notice

1.1 Who are we?

Training Room Hire Company are a leading provider of tailored IT training and Meeting Rooms to businesses across the UK and has been in existence since 1997.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- kevin@trainingroomhire.co.uk
- 020 7539 9204

The personal data we would like to collect from you is:

Personal Data	Source
Contact Name	The data subject
Contact Email Addresses (Personal data related to individual email addresses within organisations i.e. john@company.co.uk. Email addresses such as info@ ,marketing@ or sales@ are not deemed as personal data)	The data subject
Contact Telephone Numbers	The data subject
Personal Bank Details (If the customer has specified to pay Training Room Hire Company from a personal bank account)	The data subject

The personal data we collect will be used for the following purposes:

- Process room bookings that the data subject has placed on behalf of the customer (organisation);
- To carry out our obligations arising from any contracts entered by you on behalf of the organisation and us during room hire enquiries;

- Seek your views or feedback on the services we provide;
- Notify you of changes to our services;
- Send you communications which you have requested and that may be of interest to you. These may include information about latest offers, promotions and Training Room Hire Company information.

Our legal basis for processing for the personal data:

- To supply services based on the contract entered into during room booking enquiry;
- Any personal bank details will be used to make payments to Training Room Hire Company for services used as per the contract;

3. Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Training Room Hire Company to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting us in writing at our postal address; 70 Clifton Street, EC2A 4HB or to our email address support@trainingroomhire.co.uk.

4. Disclosure

Training Room Hire Company will not pass on your personal data to third parties without first obtaining your consent.

Retention period

Training Room Hire Company will process personal data for the duration of the service contract with the data subjects organisation (Training Room Hire Company's customer) or only for the duration that the data subject is employed by the organisation (Training Room Hire Company's customer) and will store the personal data for no longer than 5 years.

5. Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Training Room Hire Company, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Training Room Hire Company’s data protection representatives Data Protection Officer / GDPR Owner.

The details for each of these contacts are:

	Supervisory authority contact details	[GDPR Owner] / [Data Protection Officer (DPO)] /contact details
Contact Name:	Information Commissioner’s Office	Kevin
Address line 1	Wycliffe House	Clifton Street
Address line 2	Water Lane	London
Address line 3	Wilmslow	EC2A 4HB
Address line 4	Cheshire	
Address line 5	SK9 5AF	
Email	registration@ico.org.uk	kevin@trainingroomhire.co.uk
Telephone:	0303 123 1113	02075399204

6. Online privacy statement

Personal data

Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

How we use your information

This privacy notice tells you how we, and Training Room Hire Company, will collect and use your personal data to fulfil contractual obligations, communicate any service or company updates or communicate any service promotions.

Why does and Training Room Hire Company need to collect and store personal data?

For us to provide you/your organisation with a room for your training/ meeting event, Training Room Hire Company need to collect personal data for correspondence purposes and/or detailed service provision. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes, Training Room Hire Company would only contact you in relation to promotions or feedback about our product and services only.

How will Training Room Hire Company use the personal data it collects about me?

Training Room Hire Company will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Training Room Hire Company is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Training Room Hire Company contact me?

Our aim is not to be invasive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the organisation holds about me?

Training Room Hire Company at your request, can confirm what information we hold about you and how it is processed. If and Training Room Hire Company does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged

to provide the personal data and the possible consequences of failing to provide such data.

What forms of ID will I need to provide in order to access this?

Training Room Hire Company accepts the following forms of ID when information on your personal data is requested:

- o Passport;
- o Driving License;
- o Birth Certificate;
- o Utility Bill (From the last three months).


Contact details of the Data Protection Officer / GDPR Owner:

[GDPR Owner] / [Data Protection Officer (DPO)] /contact details
Kevin
The Training Room Hire Company Ltd.
70 Clifton Street
London EC2A 4HB
kevin@trainingroomhire.co.uk
020 7539 9204

7. Document Owner and Approval

The Data Protection Officer/ GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff on the secured company drive.

Signature: 

Date: 21 May 2018