



City of Sanctuary

Privacy Notice - Your Personal Data

What we need

City of Sanctuary will be what's known as the 'controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This may however include name, phone number, email etc

We may also take your photo if we have your consent to do so.

Why we need it

We need to know your basic personal data in order to provide you with information via our newsletter plus any important updates via email. We are legally required to keep a list of members. We will not collect any personal data from you that we do not need.

Photos will be used for publicity purposes.

What we do with it

All the personal data we process is processed by our staff in the UK and Ireland. However, for the purposes of IT hosting and maintenance, this information is located on servers both within and outside the European Union. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. Please contact us for more information about this framework.

How long we keep it

The list of members is kept for three years. The information we use for marketing purposes will be kept until you notify us that you no longer wish to receive this information or no longer wish for your data to be held. Please contact us for more information about our retention schedule.

What are your rights?

If at any point you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, please contact us. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

Contact

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