

## The Chester House Estate

<b>1</b>	<b>Council Contact Details</b>
1.1	North Northants Council Registered Office: Sheerness House 41 Meadow Road Kettering NN16 8TL  0300 126 3000  <a href="http://www.northnorthants.gov.uk">www.northnorthants.gov.uk</a>
<b>2</b>	<b>Information that we hold</b>
2.1	The categories of information we collect are: <ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Contact details; telephone numbers, email address, guardian contact details</li><li>• Website and social media address</li><li>• Age of participant</li><li>• Dietary requirements</li><li>• Accessibility requirements</li><li>• Information relating to donated objects</li></ul>
<b>3</b>	<b>How the information is obtained</b>
3.1	Most of the personal information we process is provided to us directly by you
3.2	What is the basis for us to process your data?  We will only process your personal data if we have a legal basis for doing so under UK data protection legislation, this can be for one or more of the following reasons: <ul style="list-style-type: none"><li>• Processing data which is necessary for the performance of a contract to which you are a party, or in order to take steps prior to entering into a contract, for example when you: book a venue or event; or purchase goods or services.</li><li>• Where you have given your consent for us to process your data, for example you have requested to join our mailing list. You can, at any time withdraw your</li></ul>

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	<p>consent and your details will be removed from our records for mailing purposes. There is an option to unsubscribe at the foot of each newsletter.</p> <ul style="list-style-type: none"> <li>• Where archiving is considered to be in the public interest, we do not need your consent to process your personal data. We have appropriate safeguards and policies in place.</li> <li>• Where there is a legitimate interest to process your personal data without your consent, and which does not override your fundamental rights and freedoms.</li> </ul>
<b>4</b>	<b>What we do with the information</b>
4.1	<p>How will we use the information we hold about you?</p> <p>We will collect the minimum amount of information from you in order to provide you with the services offered by The Chester House Estate</p> <ul style="list-style-type: none"> <li>• If you are attending an event, you will only be contacted if there are any changes you need to be notified of.</li> <li>• If you have opted to receive our marketing, your mailing details are added to our marketing database. This allows you to receive our monthly newsletter.</li> <li>• We will process your payment details in relation to any purchases you make using your preferred choice of payment.</li> <li>• If you have hired space for venues or events, we will use your contact information to liaise with you. We will process your payment details in relation to the hire of our spaces.</li> </ul> <p>Why we collect information about you</p> <p>The Chester House Estate collect and process personal data for the following purposes:</p> <ul style="list-style-type: none"> <li>• Administer events and venues.</li> <li>• Distribute marketing to let you know about forthcoming events.</li> <li>• Manage the hire of venue spaces.</li> <li>• Note comments or feedback and deal with enquiries.</li> <li>• Process purchases of goods or services.</li> </ul>
4.2	<p>Who we will share your information with.</p> <p>Your information will only be used for the purpose/s it was originally provided and shared with the applicable members of staff in order to deliver the relevant service.</p> <p>We will never sell or pass on your personal information for marketing purposes.</p>
<b>5</b>	<b>How long we keep your information for and how we securely dispose of it after use</b>

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5.1	<p>We keep your personal information for all aspects of processing in line with the council's retention schedules.</p> <p>Financial records are retained for a maximum of 7 years.</p> <p>Information relating to event/venue bookings is held for as long as is necessary for us to fulfil our contractual obligations to you.</p>
5.2	All information is held securely and will be securely destroyed or deleted when no longer needed.
<b>6</b>	<b>How we store your information</b>
6.1	Your information is securely stored on the council's systems. Hard copies of documentation relating to the donation of objects is stored in a secure environment.
<b>7</b>	<b>Your data protection rights</b>
7.1	The law gives you a number of rights to control what personal information is used by us and how we can use it. Please see section 15 of the council's Privacy Policy for further information.
7.2	Please be aware that your rights may differ depending on the lawful basis for processing your personal data.
7.3	The right to withdraw consent (if applicable). You can ask that we no longer use your details for this [processing/groups of processing]. If you wish to exercise this right, please contact the Data Protection Officer detailed in section 8.1 below.
<b>8</b>	<b>Who to contact</b>
8.1	<p>If you would like further information about how we use your personal information, or you wish to exercise one of your data rights or you wish to complain about the use of your personal information please contact the Data Protection Officer</p> <p>Tel: 01832 742229  Email to <a href="mailto:dpo@northnorthants.gov.uk">dpo@northnorthants.gov.uk</a>  Or you can write to:  Data Protection Officer  North Northants Council  Cedar Drive  Thrapston  NN14 4LZ</p>

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8.2	<p>If you are still dissatisfied once you have contacted the Data Protection Officer, you have the right to complain to the ICO.</p> <p>The ICO's address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Helpline number: 0303 123 1113</p>
This privacy notice was completed on 1 <sup>st</sup> April 2021	