

PRIVACY NOTICE for Hirers of Bishop Lloyd's Palace

New rules about data protection, the General Data Protection Regulations (GDPR), came into force in May 2018.. Like most similar organisations, Chester Civic Trust holds certain basic information about its customers. Under the new rules we are required to tell you what information we hold and how it may be used.

The only information we hold, in hard-copy or electronic form, is information you have given us. We have basic contact data including your name(s) and address. If you have supplied them we may also hold your phone number(s) and email address(es). We also keep records of your invoices and payments and copies of your email or written correspondence with us.

The reason we hold this information is that we need it to fulfil our obligations to you as a hirer of Bishop Lloyd's Palace. The Trust has a legitimate interest in being able to contact hirers and manage our relationship with you. We will hold this information for a period of 12 months following the most recent enquiry, booking or final settlement of account.

We will only use the information in relation to the hiring of Bishop Lloyd's Palace and we will not pass your data to any other person or organisation at any time. You have the right to have your data removed from our records at any time. Inform us in writing at the above address or email and your data will then be removed.

We try to make sure that the information we hold is up to date and accurate. If any of your information has changed since you last hired a room at BLP, please let us know.

Under the provisions of the GDPR you have the right to object to our holding of this data. If you do so, please contact us as soon as possible.