



Privacy Policy

Who we are

The company providing access to the Haberdashers' Monmouth Schools' facilities for the benefit of the local community is Haberdashers' Monmouth Schools Enterprises Ltd (also trading as 'The Blake Theatre', 'The Hitchcock Pavilion' and 'Monmouth Schools Sports Club' or 'MSSC'), Company Number 01727038 ('the Company'). The Company is a wholly owned subsidiary of the parent undertaking, the William Jones's Schools Foundation, Charity Registration Number 525616 ('the Schools').

The Company is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulation 2018.

What data do we collect?

- Personal identification information: your name, date of birth, address, email address, land line and mobile telephone numbers
- Card details (for purchases) and bank details (for Direct Debits)
- Marketing preferences
- Publicly accessible profile information from the internet including Facebook, Instagram and Twitter
- Anonymised Information including IP address, operating system and Cookies
- Images of you when you visit on CCTV security cameras
- Medical conditions (members of MSSC)

How do we collect your data?

You directly provide the Company with most of the data we collect via the following:

- Our websites
- Social media
- Telephone, SMS, email, in letters and other written correspondence and by completion of the MSSC Membership Application form
- Visits you make in person to The Blake Theatre or MSSC

How will we use your data?

Our Company collects your data:

- Where necessary for contract so as to perform our obligations under our contract with you and for you to perform your obligations as well; in order that you may make bookings or so that we can keep in contact with you in relation to your bookings or your membership of MSSC;
- to use when this is necessary for our legitimate interests except when your interests and fundamental rights override our legitimate interests;
- where we need to use your data in order to comply with a legal obligation;
- where, in limited circumstances, we may need to use your information to protect your vital interests or the vital interests of someone else;
- for medical purposes including medical treatment and the management of healthcare services; and
- where this is necessary in relation to legal claims.



How do we store your data?

Our Company stores your personal data using suitable physical, electronic and managerial procedures to safeguard and secure all and any customer data and personal information. We limit internal access to your personal data only to those who require it.

Your personal data is held for as long as we need in order to provide you with access to our events and facilities. We will keep some information after you are no longer a customer of the Company, for example, so that we can find out what happened if you make a complaint. In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We will ask you to check and update your contact preferences periodically so we know our databases are up to date.

You have the right to request we make changes or remove the information we store about you. Please contact us, and we will be happy to arrange this for you if you want us to.

Marketing

From time to time we would like to send you information about events, products and services of ours that we think might interest you, but we will only do this where we are allowed to do so under data protection law. If you have agreed to receive marketing, you may always opt out at a later date.

What are your data protection rights?

Our Company would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- The right to access – you have the right to request copies of your personal data from the Company.
- The right to rectification – you have the right to request that the Company corrects any information you believe is inaccurate. You also have the right to request that the Company completes the information you believe is incomplete.
- The right to erasure – you have the right to request that the Company erases your personal data, under certain conditions.
- The right to restrict processing – you have the right to request that the Company restricts the processing of your personal data, under certain conditions.
- The right to object to processing – you have the right to object to the Company's processing of your personal data, under certain conditions.
- The right to data portability – you have the right to request that the Company transfers the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you.

Cookies

For information on how we use cookies, please visit www.habsmonmouth.org/information/cookies/

Privacy policies of other websites

Our website contains hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them.



They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

Changes to our Privacy Policy

We keep our Privacy Policy under regular review and places any updates on this web page. This Privacy Policy was last updated on 19th April 2022.

How to contact us

If you have any questions about the Company's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:

Telephone: 01600 711235
Email: enterprises@habsmonmouth.org
Address: St Catherine's House, 17 Hereford Road, Monmouth, NP25 3HG

How to contact the appropriate authority

Should you wish to report a complaint or if you feel we have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office:

Telephone: 0330 414 6421
Email: wales@ico.org.uk
Address: 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH