



## Privacy Notice

Carrs Lane Conference Centre is committed to maintaining the trust and confidence of our customers and suppliers. As such we take your privacy seriously and therefore the personal data we hold on you or members of your organisation is only used to maintain a business relationship. We hold information such as names, contact details and account details to enable us to process bookings and make payments. We are required to keep financial records for 6 years before they are securely destroyed.

We will not share any personal data that is received via our website with any third parties. If you use the website to contact Carrs Lane Conference Centre, your information will be used in line with CLCC's data protection policy and only for the purposes of creating a business relationship with you or your organisation.

When someone visits [carrslane.co.uk](http://carrslane.co.uk) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

This notice will be reviewed annually by the Directors of Carrs Lane Conference Centre.