

## PRIVACY NOTICE – Great Eccleston Village Centre

How we use your information?	Our promise to you?	Where we collect your data from?	Who we share your data with?
<p>We only use your personal information for legitimate business needs in respect of your relationship with ourselves and no other purpose.</p> <p>Where applicable, we will use the personal data provided for contacting you, invoicing you, making grants, processing payments, employing you etc.</p> <p><b>Letting us know data has changed or is wrong, you want to withdraw consent or you want us to stop using your data</b></p> <p>Please contact us to update, withdraw consent, seek information about what we hold or remove your personal data. We will only remove your data if there are no legal reasons why we cannot do so.</p>	<p>We promise:</p> <ul style="list-style-type: none"> <li>- To keep your data safe and private.</li> <li>- Not to sell your data.</li> <li>- To give you ways to manage and review your choices regarding the data held at any time.</li> </ul>	<p><b>Data we collect when you use our services</b> includes the amount, frequency, type, location, origin and recipients:</p> <ul style="list-style-type: none"> <li>- Personal details i.e. Name and address, telephone numbers and email addresses.</li> <li>- Payment and transaction data. Profile and usage data. This includes the profile you create to identify yourself when you submit information through our website contact page.</li> <li>- We collect information when computers and mobile phones, using cookies access or view our website.</li> </ul> <p><b>Data from third parties we work with:</b></p> <ul style="list-style-type: none"> <li>- Local authority agencies</li> </ul>	<p>We may share your personal information with these organisations:</p> <ul style="list-style-type: none"> <li>- HM Revenue &amp; Customs, regulators and other authorities</li> <li>- Bodies we have a joint venture or agreement to co-operate with</li> <li>- Organisations/companies you ask us to share your data with.</li> <li>- If you are employed by us and information is required by HMRC and other government bodies as part of payroll or pension requirements</li> </ul>
How long do we keep your data?	Where to get more information?	What sort of personal information do we use?	What the law says about why we can hold personal data
<p>After you cease links with us we have to keep some data for longer than 10 years if we cannot delete it for legal, regulatory or technical reasons. In other cases we will hold it for up to 10 years</p> <ul style="list-style-type: none"> <li>- To respond to any questions or complaints.</li> <li>- To show that we treated you fairly.</li> <li>- To maintain records according to rules that apply to us.</li> </ul>	<p><b>The Manager Great Eccleston Village Centre</b> 59 High Street Great Eccleston Lancashire PR3 0YB</p> <p><b>T: 01995 672292</b></p> <p><b>manager@gteccleston.org</b></p>	<p>Name, Date of birth, Residential address, History of where you have lived, Contact details, such as email addresses and phone numbers, Financial data, Data relating to your or your businesses products or services, Employment details, Vehicle details (staff)</p>	<p>The law says we must have one or more of these reasons:</p> <ul style="list-style-type: none"> <li>• To fulfil a contract we have with you, or</li> <li>• When it is our legal duty, or</li> <li>• When it is in our legitimate interest: Legitimate interest is where we have a business or other need to retain information or</li> <li>• When you consent to it.</li> </ul>