

# PRIVACY POLICY

## The Whitworth Centre – Privacy Notice

The Whitworth Centre ("The Centre") is a charity, registration No. 1122436. The Centre provides details below of how the personal data collected from its site users and Members will be used and protected in compliance with the General Data Protection Regulation in force from 25th May 2018.

The Centre treats the protection of your data seriously and is committed to respecting your privacy and your wishes in relation to that data. The purpose of this Privacy Notice is to explain how The Centre may use your personal information; how The Centre complies with the law on data protection; and what your rights are in respect of your data.

### Name of Data Controller

The Whitworth Centre is registered with the Information Commissioner's Office as the Data Controller.

### Categories of personal data The Centre processes

The Centre processes your personal details - name, postal address, email address and telephone number.

### Sources of the personal data

The Centre collects personal data from users via the website either when they register as Members or purchase from the shop.

### Automated decisions the Centre may take

There is no automated decision-taking involving your data.

### Purposes for which The Centre processes your data

The Centre processes personal information to enable it to administer its membership records and activities including events and groups, to promote interest and awareness of such operations Also, to maintain its accounts and records.

### Third parties to whom The Centre may disclose your personal data

The Centre sometimes needs to share the personal information it processes with the individual himself or herself and also with other parties. In every case The Centre is required to comply with all aspects of data protection law. Where necessary or required or requested The Centre may share information with family, friends, associates and representatives of the individual whose personal data it is processing, and with any organisation The Centre instructs to deliver communications to its Members.

### Legal basis for the collection and processing of your personal data

For the purposes of administration and programme delivery, it is necessary for The Centre to collect and process your personal data to fulfil the contract you are going to enter into, or have entered into, as a Member of The Centre..

### Location of your personal data

The Centre will keep your personal data within the European Economic Area.

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How long will The Centre keep your personal data for

The Centre will not retain your personal data for longer than is reasonable and necessary to fulfil the purposes for which it was collected. Your data will be retained for such time as you are a Member of the Centre and it shall be deleted as soon as practicable after you cease to be a Member.

Your right to withdraw consent

Where you have given consent for The Centre to process your personal information you have the right to withdraw that consent at any time. If you do this it will not affect the lawfulness of any processing for which you had given consent prior to your withdrawal of it.

Your rights also include:

the right to be informed about the collection and use of your personal data

the right to access your personal data and supplementary information about its processing

the right to rectification of any inaccurate personal data, or to completion of any incomplete personal data

the right to erasure of your personal data, also known as 'the right to be forgotten'

the right to restrict processing, so that your personal data is stored but not used

the right to data portability, allowing you to obtain and reuse your personal data for your own purposes across different services

the right to object to: processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); processing for purposes of scientific/historical research and statistics.

Contact details for the Whitworth Centre

General Manager: Paul Taylor

Postal address: Station Road, Darley Dale. Derbyshire. DE4 2EQ

Email address: [enquiries@thewhitworth.org](mailto:enquiries@thewhitworth.org)

Telephone number: 01629 733678

Website: [www.thewhitworth.org](http://www.thewhitworth.org)

Complaints

If you have any concerns or complaints about how The Centre handles your data please contact the General Manager (details above). You may also contact the Information Commissioner's Office