



STANSTED PARK
HOUSE & GROUNDS

Privacy Notice

Stansted Park Foundation (SPF) is committed to protecting and respecting your privacy. This policy sets out what personal data we collect from you, or that you provide to us, and how it will be used. Please read it through carefully and if you have any queries contact enquiry@stanstedpark.co.uk.

We are committed to transparency about how we use that data and to meeting our data protection obligations to all of our customers.

The Foundation collects and processes a range of information about you. Personal data includes your contact preferences, details of communications with you, images of you taken at participatory and public events, details of your transactions and your access requirements. This enables us to conduct business with you and provide you with the best service for your needs, and to keep you informed about SPF.

It also includes your name, address and contact details, including email address and / or telephone number if you

- participate in one of our events, activities or workshops
- purchase tickets, subscriptions, memberships or merchandise online, in person or over the telephone
- have made previous bookings and have given us your feedback to enable us to best address your needs and requirements for future bookings
- make a donation, gift or loan to the Foundation (if you choose to make a Gift Aid declaration this will be stored against your record and your contact details shared with HMRC)
- apply for a position, paid or voluntary
- supply information about your next of kin, dependants and emergency contacts
- contact us on one of our online platforms such as (but not exclusively) Twitter, Facebook, Instagram, Trip Advisor
- contact us directly by telephone, electronically, post or in person with feedback about your experience
- when you give your consent for filming and/or photography at one of our participatory workshops or events
- when you give data to us indirectly:
 - browse or purchase items on our website
 - open and/or follow links and interact with emails and marketing you receive

The Foundation collects this information in a variety of ways, from forms completed by you, correspondence with you or through interviews and meetings.

In certain explicit cases, the Foundation collects personal data about you from third parties, such as references supplied by former employers/agencies and information from criminal records checks permitted by law.

Data is stored in a range of different places; these include hard copies filed in locked cabinets, in the Foundation's HR management systems and in other IT systems (including the Foundation's email system).

Why does the Foundation process personal data?

The Foundation needs to process data to enter into any contract with you and to meet its obligations under that contract. The Foundation will often need to process data to ensure that it is complying with its legal obligations, for example, to comply with health and safety laws or to ascertain a person's suitability for working with children.

In other cases, the Foundation has a legitimate interest in processing personal data. This allows the Foundation to:

- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency)
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled
- allow effective workforce management
- ensure effective general HR and business administration
- provide information to specific interested parties regarding conservation programmes, building developments, events and other relevant information estate wide
- keep you up to date about forthcoming events and your purchases at SPF (you can opt out of this at any time by contacting enquiry@stanstedpark.co.uk)
- record activity on closed circuit cameras for your, and our, security 24 hours a day in accordance with the law
- record your contact information and details of your injury if you have an accident while on the premises for HSE purposes

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of subscribers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out legal obligations (such as those in relation to visitors with disabilities and for health and safety purposes).

Where the Foundation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

Who has access to data and how do we keep it safe?

Your information may be shared internally, as necessary with relevant members of SPF staff and externally to obtain background checks from third-party providers and criminal records checks from the Disclosure and Barring Service. The Foundation may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

In addition to processing data at SPF, we contract external companies to supply services or process data on our behalf such as our bulk email provider. These organisations only hold the data for the reason contracted by SPF and we do not allow them to sell, share or use your data for any other purpose. We take all steps reasonably necessary to ensure that your data is treated securely and in

accordance with General Data Protection Regulation (2016) and the Privacy and Electronic Communications Regulations (2003).

If legally required we may disclose your information to the police, regulatory bodies or legal advisors. We will only share your data in other circumstances with your explicit consent.

If there is a breach of data that is likely to have a detrimental effect on individuals (for example, result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage), SPF will notify the Information Commissioners Office within 72 hours of becoming aware of the breach. Any individuals affected will also be notified within this timeframe.

The Foundation will not normally transfer your data to countries outside the European Economic Area.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. The Foundation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Paper files are kept to a minimum and are stored securely when not in use.

Where the Foundation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the Foundation keep data?

The Foundation will only retain your personal information for as long as necessary to fulfil the purposes it was collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Foundation.

If you believe the Foundation has not complied with your data protection rights, please in the first instance refer to our Grievance Procedure or speak to the Director of the Foundation. There is a further right to raise it with the Information Commissioner (ICO).

What if you do not provide personal data?

Certain information, such as contact details, your right to live and work in the UK and payment details, have to be provided to enable the Foundation to best fulfil its duties to you. If you do not provide such information, this may hinder the Foundation's ability to administer its obligations to you as efficiently.

Your rights

You have a right to ask for a copy of the information we hold about you. To request this please send an email to enquiry@stanstedpark.co.uk.