

The Copeman Centre Privacy Statement

Under the General Data Protection Regulation that came into force on the 25th May 2018, we are obliged to inform users of the data that we hold about them and request consent to hold that data from new users.

The data we keep (both in an electronic database and in paper format) will comprise your name, postal address, telephone number(s) and e-mail address, solely for the purpose of recording bookings and issuing invoices. This data is a Contractual necessity – we use your personal information in order to meet our obligations under our booking contract with you, to communicate with you about your booking and for our record keeping.

We do not hold any financial information.

We do not send out marketing materials.

We do not share your information with any other organisation unless legally obliged to do so.

Where you follow a link from our web site please note that third party websites are not under our control. When you click through to these websites you leave the area controlled by us. We do not accept responsibility or liability for any issues arising in connection with the third party's use of your data (including your personal information).

You have the right to ask us to:

Confirm what personal information we hold about you and provide you with a copy of that data;

Correct any personal information that is inaccurate;

Remove your personal information where there is no good reason for us to continue to hold that data;

Stop using your personal information unless we can demonstrate a valid reason why we need to continue to hold that data e.g. to meet legal financial records retention.

If you want to do this please contact us by e-mail to

bookings@thecopemancentre.org.uk or by post to: The Copeman Centre, Hall Street, Briston, NR24 2LG

We will confirm with you that we have received your request and will follow up with our response.

This policy dated 14 June 2018, updated August 2019.