

## **South Ridgeway Community Association Privacy Policy**

The Giraldu Centre is run by the South Ridgeway Community Association, a registered charity with the company registration number 07748059 and the registered charity number 1147202. This privacy policy will explain how our organisation uses the personal data we collect from you when you use this website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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- What types of cookies do we use?
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- Privacy policies of other websites
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### **What data do we collect?**

South Ridgeway Community Association collects the following data:

- Personal identification information (Name, email address, phone number, address)

### **How do we collect your data?**

You directly provide South Ridgeway Community Association with most of the data we collect. We collect data and process data when you:

- Voluntarily complete a booking enquiry form on our website
- Voluntarily email us
- Use or view our website via your browser's cookies

### **How will we use your data?**

South Ridgeway Community Association collects your data so that we can:

- Email or telephone you or write to you in response to your specific request

If you agree, South Ridgeway Community Association will share your data with relevant service suppliers connected with fulfilling your specific enquiry.

- Caterers
- Bar
- Entertainment and music providers
- Florists
- Event planners

### **How do we store your data?**

South Ridgeway Community Association securely stores your data at Amazon Web Services in the Republic of Ireland

South Ridgeway Community Association will keep your contact information for 3 months. Once this time period has expired, we will delete your data.

### **Marketing**

South Ridgeway Community Association will not contact you with information about products or services.

### **What are your data protection rights?**

South Ridgeway Community Association would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** - You have the right to request South Ridgeway Community Association to supply copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** - You have the right to request that South Ridgeway Community Association correct any information you believe is inaccurate. You also have the right to request South Ridgeway Community Association to complete information you believe is incomplete.

**The right to erasure** - You have the right to request that South Ridgeway Community Association erase your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that South Ridgeway Community Association restrict the processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that South Ridgeway Community Association transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [info@giralduscentre.com](mailto:info@giralduscentre.com)

Call us at: 01834 526115

Or write to us at: South Ridgeway Community Association, The Grange, Manorbier, Tenby, Pembrokeshire, SA70 7TY

### **What are cookies?**

Cookies are text files placed on your device to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit <https://allaboutcookies.org/>

### **How do we use cookies?**

South Ridgeway Community Association uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

### **What type of cookies do we use?**

There are a number of different types of cookie, however, our website uses:

- **Functionality** - South Ridgeway Community Association uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. Only first-party cookies are used.

### **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

South Ridgeway Community Association website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

South Ridgeway Community Association keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 17 March 2023.

### **How to contact us**

If you have any questions about South Ridgeway Community Association's privacy policy, the data we hold about you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@giralduscentre.com](mailto:info@giralduscentre.com)

Call us at: 01834 526115

Or write to us at: South Ridgeway Community Association, The Grange, Manorbier, Tenby, Pembrokeshire, SA70 7TY

### **How to contact the appropriate authority**

Should you wish to report a complaint of if you feel that South Ridgeway Community Association has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Call: 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF