

Union Jack Club Customer Privacy Policy

Under the General Data Protection Regulations, this gives you as a Customer booking Events at the Union Jack Club rights over data we hold on you and your organisation / company you represent.

The following privacy notice sets out our understanding of these rights.

How we use your personal information

This privacy notice is to let you know how the Union Jack Club looks after your personal and business information. This includes what you tell us about yourself and your organisation /company. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise:

- To keep your data safe and private.
- Not to sell your data to 3rd parties.
- We will market to you only goods or services for the Union Jack Club only.
- Train our staff to protect it.

Who we are?

The Union Jack Club is a legal entity, data controller and responsible for your data.

How the law protects you

As well as our Privacy Promise, your privacy is protected by law. This section explains how that works.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. The law says we must have one or more of these reasons:

Our legitimate interest is to fulfil a contract we have with you and your company / organisation to enable you to book event rooms and catering facilities at the Union Jack Club.

This entitles us to ask for basic information title, name, and address and contact details for you as well as details of the organisation / company you represent.

We need for security / evacuation purposes a list of names of attendees prior to the event.

If disabled attendees are present at you event we will need to record their disability in order to provide a duty of care in the event of an incident which involves evacuation.

Special types of data

The law and other regulations treat some types of personal information as special. We do not collect and use these types of data.

How long we keep your personal information

We will keep your personal information for as long as you maintain a relationship with us or for six years (vatable records) whichever is longer.

How to get a copy of your personal / organisation information

You can access your personal / organisation information by writing to us at the Union Jack Club's address: Financial Controller, Union Jack Club, Sandell Street, London, SE1 8UJ

Letting us know if your personal / organisation information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us at Events@ujclub.co.uk if you want to do this. If you do, we will take reasonable steps to check its accuracy and correct it.

What if you want us to stop using your personal / organisation information?

You have the right to object to our use of your personal / organisation information, or to ask us to delete, remove, or stop using your personal/ organisation information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

How to withdraw your consent

You can withdraw your consent at any time. Please contact us in writing if you wish to do so. If you withdraw your consent, we will not be able to provide you with *events* at the Club in future. Please write to us at the Union Jack Club's address: Financial Controller, Union Jack Club, Sandell Street, London, SE1 8UJ

How to complain

Please let us know if you are unhappy with how we have used your personal information. Please write in confidence to the Trustee responsible for GDPR. You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern. www.ico.gov.uk