



# Queens Park Tennis Club CIC

## Privacy Notice – venue hire and visitors

**Privacy Notice: For people and organisations hiring the Queens Park Tennis Club venue, and visitors to the venue**

### Who We Are

We are Queens Park Tennis Club CIC (QPTC CIC), company number 11398197 and our registered office is at The Pavilion, East Drive, Brighton BN2 0BQ.

We are committed to protecting your personal data and respecting your privacy. We comply with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### What information do we collect?

- **Visitors**  
Name, contact details, date/time of visit, images via CCTV footage.
- **People and organisations hiring the venue**  
Name, contact details of representatives, billing information, venue hire agreements, any necessary compliance documentation, and images via CCTV footage.

### Why do we collect your personal data?

- **Legal and regulatory requirements.**
- **Health and safety compliance.**
- **Access and security** (including CCTV monitoring).
- **Contractual obligations** (for people and organisations hiring the venue).

## Lawful Basis for Processing

Every organisation must be clear on their lawful reasons for processing personal data. We rely on:

- **Contract** - for example, for people and organisations hiring the venue.
- **Legal obligation** – for compliance with health and safety and security requirements.
- **Legitimate interests** – to operate effectively and maintain a safe and secure environment.
- **Consent** – where we are required to have your consent.
- **Vital interest** – to safeguarding you and others.

## Storing and sharing your data

- Data is stored securely in electronic systems with restricted access.
- We do not share your data with third parties unless required by law or necessary for contractual purposes.

## How long do we keep your data for?

- Visitor records: retained for **6 years** for compliance and security.
- Venue hire agreements and correspondence: retained for **6 years after expiry**.
- Financial information (e.g., invoices, receipts): **6 years** from end of financial year.
- CCTV footage: retained for **12 days**.

## Your Rights

You have the right to:

- Access your data.
- Request correction or deletion (where legally possible).
- Object to processing in certain circumstances.
- Complain to the **Information Commissioner's Office (ICO)** if you are unhappy with how we handle your data.

## Contact Us

For any queries or to exercise your rights, contact Stephen Lee our **Data Protection Compliance Lead**:

**Email:** [stephen.lee.2@citystgeorges.ac.uk](mailto:stephen.lee.2@citystgeorges.ac.uk)

**Phone:** 07900582123

**Address:** Queens Park Tennis Club CIC, The Pavilion, East Drive, Brighton BN2 0BQ.

If you wish to make a complaint about how we have handled your personal data, please contact us. If you would prefer you can complain to the ICO by calling 0303 123 1113.

We encourage you to also read the QPTC CIC Data Protection Policy which is available on our website. The Policy includes our Data Retention Periods schedule.