

SET SOCIAL PRIVACY POLICY:

Our contact details:

SET CENTRE

Riverside House, Beresford Street SE18 6BU

+44 20 3422 3030

<https://setspace.uk/>

privacy@setspace.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, your name and contact details)
 - Your email address
 - Your birthday, should you choose to share it with us
 - Your telephone number
-

How we get the personal information

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- *To become a member of SET Social and facilitate your ongoing membership*

We use the information that you have given us in order to:

- facilitate the operation of SET Social
- facilitate our public programme
- inform you about your membership
- provide access control to our facilities
- operate our mailing list
- meet licensing requirements

We may share this information with people we contract to provide services, as well our accountant for auditing purposes.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a legal obligation.*
- We have a legitimate interest.*

How we store your personal information

Your information is securely stored.

We keep personal identifiers, email addresses, birthdays, and telephone numbers for the duration of your membership. If you cease being a member, we dispose of the information by deleting the relevant database entries.

If you have elected to join our mailing list, we keep your email address until such a time where you choose to opt out of our mailing list.

Your data protection rights

Under data protection law, you have rights including:

Your right of access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing

You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at privacy@setspace.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@setspace.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>