

Mini Concerts C.I.C. Privacy Policy

Our contact details

Name: Mini Concerts C.I.C.

Address: 3rd Floor, 86-90 Paul Street, London, EC2A 4NE

Phone Number: 0203 095 4910

E-mail: info@miniconcerts.org

Updated

Date: 29th January 2021

The types of personal information that we collect

We currently collect and/or process the following information:

- Personal identifiers, these include customer email addresses, business addresses, phone numbers, customers' financial information, names of customers' employees, and website user stats.
- The names and email addresses of subscribers who requested to be added to our marketing list.

How we get the personal information and why we have it

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

- For you to conduct business with Mini Concerts C.I.C.
- For you to receive marketing information relating to the services that Mini Concerts C.I.C. can provide.
- To allow Mini Concerts C.I.C. to purchase goods or services from you.
- To provide Mini Concerts C.I.C. with a list of potential suppliers of goods and services.
- To fulfil our obligations in relation to the data collection requirements necessary for Mini Concerts C.I.C. to comply with the existing UK COVID-19 legislation.

We may also receive personal information indirectly, from the following sources in the following scenarios:

- We may receive the names and contact details of employees from the companies that we work with, or may work with in the future, who we are likely to engage with during the execution and/or marketing of Mini Concerts C.I.C.'s products and services.

We use the information that you have provided to deliver marketing and services purchased from Mini Concerts C.I.C.

We may share this information with partner organisations or individuals who are directly involved in the delivery of services that you may purchase from Mini Concerts C.I.C., and where we have a legal obligation to do so under UK law.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by emailing info@miniconcerts.org with the request.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored electronically.

We keep contact information for either, for as long as Mini Concerts C.I.C. continues to market its services, or for as long as it is legally obliged to do so under UK law. We will then dispose of your information by deleting it electronically from our database.

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 by emailing info@miniconcerts.org or calling 0203 095 4910 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 info@miniconcerts.org or by writing to us at Mini Concerts C.I.C., 3rd Floor, 86-90 Paul street, London, EC2A 4NE.

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>