



Otley Coffee Culture Ltd

Privacy Notice

At Otley Coffee Culture Ltd we are committed to excellence and transparency. We work with industry professionals and sell services to them and to the public. To do this, we need to hold information on individuals. Otley Coffee Culture Ltd. is committed to:

- △ using data lawfully
- △ using data only in a fair and reasonable way
- △ protecting the personal information of all the above groups and
- △ being transparent about what information we hold about each person with whom we work

We will always respond promptly to requests to access, correct or erase data. (See below).

This privacy notice is intended for industry partners and members of the public interested in our events. It reassures you of our intentions and practices and explains how they are legal, reasonable and responsible. It explains what information Otley Coffee Culture Ltd will collect and how we will use and store it. If it prompts or leaves any questions or concerns, please contact us as set out below.

Otley Coffee Culture Ltd is the 'data controller' for the purposes of data protection law.

Why Otley Coffee Culture holds data

Otley Coffee Culture will hold personal information on one of three bases:

1. Contractual. We enter into agreements with our exhibitors and with our supporting cafes. We will hold the minimum information we need to meet our obligations under the agreements.
2. Legitimate interests. Where we have agreed with individuals to provide a service, then we will hold the minimum information we need to do that. We will also hold contact information only on those who have indicated by their actions that they wish to find out more about our services.
3. Permission. Where a person or company has asked to be kept in touch with our events and services, we will need to keep address information in order to do that

These are three of the six 'lawful bases' to hold personal information under Article 6 of the EU General Data Protection Regulations

The personal data we hold

INDUSTRY PARTNERS: CAFES, EXHIBITORS, SUPPLIERS AND SPONSORS

We will only keep a record of names, email addresses, the type of involvement desired and/or expected and details of requirements and commitments for the day of the event.

MEMBERS OF THE PUBLIC

We will only keep a record of names, addresses and the type of contact and information required. We will only hold data on persons over the age of 18.

Use and central storage of data

Personal information will not be used for any purpose other than that outlined above and will not be shared with any other party, save as above, or for requests by law enforcement and child protection agencies and authorities and only then in accord with the provisions of the law.

If Otley Coffee Culture Ltd stores data centrally, it will do so securely. Paper files will be in a locked filing cabinet, with the only access possible by the Otley Coffee Culture Limited Directors or those listed below with specific permission, All electronic data will be stored under password protection and available only to the people listed below. Any personal information covered in this policy that is transferred between those listed will be done securely.

Persons with the right to access personal information held by Otley Coffee Culture Ltd:

The Directors: Richard Hughes and Stuart Jobbins

Managers: Josie Brown, Graham Hill, Rhiannon Hughes

We will only retain personal information as follows:

Industry contacts: for two years after an expression of interest or a contract ends. Details will then be deleted.

Members of the Public: permission will be gained anew annually. If permission is not forthcoming, data will be destroyed and/or deleted.

Photography and image recording

We will want, from time to time, to make a record of our events. We will only do so in public places.

No image will be published with a name that identifies the image, unless that person is a public office holder or prior permission has been gained.

Rights regarding personal information

Individuals have rights regarding the data that Otley Coffee Culture Ltd holds on them.

1. THE RIGHT OF ACCESS

Individuals have a legal right to make a subject access request (SAR) to gain access to personal information that Otley Coffee Culture Ltd holds about them.

If you make a SAR, and if Otley Coffee Culture Ltd does hold information about the individual or her/his child, the company will:

- △ provide a description of the data held
- △ explain why Otley Coffee Culture is holding and processing it, and how long it will be retained
- △ demonstrate where Otley Coffee Culture Ltd obtained it
- △ detail who it has been, or will be, shared with
- △ confirm whether any automated decision-making is being applied to the data, and any consequences of this (Otley Coffee Culture Ltd has no current plans to do this)
- △ provide a copy of this information above in a clear and intelligible form

In certain circumstances, individuals also have the right for their personal information to be transmitted electronically to another organisation.

If you would like to make a SAR please write to Otley Coffee Culture Ltd at the address below.

2. THE RIGHTS TO RECTIFICATION, OBJECT AND RESTRICTION OF PROCESSING

There is a right, in certain circumstances, for individuals to have inaccurate personal data corrected or completed if it is incomplete. They can also object to the use of personal data if it would cause, or is causing, damage or distress and can ask for the use of the data to be restricted.

An individual can make a request for rectification verbally or in writing. Again, if you would like to do so, please contact Otley Coffee Culture Ltd as below.

3. THE RIGHT TO COMPENSATION

If Otley Coffee Culture Ltd were to breach data protection regulations and an individual suffered as result, s/he would be able to seek damages.

4. THE RIGHT TO TRANSFER DATA (DATA PORTABILITY)

Otley Coffee Culture Ltd respects and will comply with the right to data portability. This entitles the individual to:

- △ receive a copy of their personal data; and/or
- △ have their personal data transmitted from one controller to another controller.

Where such a request is made we will ask the individual in what form the data is required and, where possible, provide in that form without undue delay.

THE RIGHT TO ERASURE

Otley Coffee Culture Ltd is clear that we will destroy and/or delete all data we are no longer using; we also recognise that individuals have, in many circumstances, the right for their data to be erased. We will always respond to such requests.

Complaints and further information

Otley Coffee Culture Ltd takes any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please contact us immediately.

Please also contact us if you have any questions about any aspect of this privacy policy.

Otley Coffee Culture Ltd:

- Email : info@otleycoffeeculture.co.uk
- Phone: [07885219520](tel:07885219520)
- Write: 5, West Chevin Road, Otley, LS21 3LA

You also have the right to contact the Information Commissioner's Office:

- Web: <https://ico.org.uk/concerns/>
- Phone: 0303 123 1113
- Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A



Otley Coffee Culture Limited is registered at
Companies House: Company Number 11839947
We take our responsibility for data seriously: our privacy
policy is available to read at www.otleycoffeeculture.co.uk