



## Privacy Notice

This Privacy Notice sets out how Wetherby Business Centre LLP handles, stores, uses and shares your personal information when it collects such information from you or from a third party.

**The Data Controller** is Wetherby Business Centre LLP, Craven House, 14-18 York Road, Wetherby LS22 6SL.

### What we collect and how we use personal data

Wetherby Business Centre LLP processes personal data of individuals which includes names, addresses, telephone numbers, email addresses, employment details and educational details. Wetherby Business Centre LLP processes personal data to enable it to manage / support employees or to comply with legislation to run the Business Centre and fulfil its contracts to tenants renting offices within Wetherby Business Centre LLP.

Wetherby Business Centre LLP does not sell personal information to anyone and would only share it with third parties who are facilitating the delivery of Wetherby Business Centre LLP's services.

### How we share your personal information

Wetherby Business Centre LLP may need to share your personal information with other organisations. Where such sharing is necessary, we will comply with the requirements of the GDPR on data sharing. The types of organisations / groups that we may share personal data with are set out below:

- Central government
- Suppliers and service providers

### Your rights as a Data Subject

You have the following rights in relation to your personal information which you can exercise by sending an email to [dawn@wetherbybusinesscentre.co.uk](mailto:dawn@wetherbybusinesscentre.co.uk), or by writing to the Data Protection Officer at Wetherby Business Centre LLP, Craven House, 14-18 York Road, Wetherby LS22 6SL.

- Right to request access to your personal information and information relating to our use and processing of your personal information;
- Right to request that we restrict our use of your personal information;
- Right to receive your personal information in a structured commonly-used and machine-readable format or transmit the data directly to another Data Controller;
- Right to object to the processing of your personal information for certain purposes such as direct marketing and profiling;
- Right to request your personal information to be erased where it is no longer necessary for the purpose for which it was collected;

### How long we retain your personal information

We will retain your personal information for no longer than necessary taking into account the following:

- The purpose(s) for which we are processing your personal information, such as whether it is necessary to continue to store that information in order to perform our obligation under a contract;
- Whether we have any legal obligation to continue to process your personal information such as any recordkeeping obligations imposed by an applicable law;
- Whether we have a business reason to continue to process your personal information;

For more information on how long personal data is retained, please contact Wetherby Business Centre LLP's Data Protection Officer at [dawn@wetherbybusinesscentre.co.uk](mailto:dawn@wetherbybusinesscentre.co.uk).

### **How we secure your personal information**

We take appropriate technical and organisational measures to secure your personal information and protect it against unauthorised or unlawful processing as well as against its accidental loss or destruction or damage including:

- Using secure servers to store your personal information;
- Verifying the identity of individuals that access your personal information;
- Providing access to the minimum personal data necessary, using appropriate restrictions and anonymisation/pseudonymisation whenever possible.

### **Transfer of your personal information to other countries**

We will not need to transfer your personal information to countries outside the European Economic Area (EEA).

### **Questions and Concerns**

If you have any question or concern on how we collect, handle, store or secure your personal information, contact our Data Protection Officer using the details below:

Wetherby Business Centre LLP  
Craven House  
14-18 York Road  
Wetherby LS22 6SL

Tel: 01937 587171  
Email: [dawn@wetherbybusinesscentre.co.uk](mailto:dawn@wetherbybusinesscentre.co.uk)

You also have the right to lodge a complaint with the Supervisory Authority and for the UK this is the Information Commissioner's Office (ICO). The ICO's contact details are:

Information Commissioner's Office Wycliffe House  
Water Lane,  
Wilmslow

Cheshire,  
SK9 5AF  
Tel: 0303 123 1113