

admiral
T A V E R N S

FAIR

PROCESSING

NOTICE

www.admiraltaverns.co.uk

PERSONAL DATA

Under the Data Protection Act 1998, Personal Data is defined as data that identifies a living person and/or includes any expression of opinion about that person.

Personal data will therefore cover basic details such as name, address, telephone number, and Date of Birth, or notes and comments made about a person, and information held about that person in files.

SENSITIVE PERSONAL DATA

Certain data are classified as 'sensitive personal data' under the Data Protection Act, for example:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Physical or mental health or condition
- Sexual life
- Offences (including alleged offences)

Consent must usually be provided by the person for us to hold this sensitive data. Where we are asking you for sensitive personal data, we will always try and tell you why and how the information will be used.

WHY DO WE NEED TO COLLECT AND STORE PERSONAL DATA?

For some of our services, we need to collect personal data so we can get in touch, or provide services. We always try to make sure the information we collect is correct and isn't an invasion of your privacy.

Where Admiral does not directly provide the service, we may need to pass your personal data onto the people who provide the services which we consider essential for efficient operation of a public house. These providers are obliged to keep your details safe and secure, and use the personal data only for the purpose of the specific request. If we wish to pass your sensitive personal data onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so.

HOW WE USE YOUR INFORMATION

Admiral will collect, store and use the information you provide in a manner that is compatible with the Data Protection Act. We will try to keep your information accurate and up to date and not keep it for longer than is necessary.

In some instances the law sets the length of time information has to be kept, but in most cases Admiral will use its discretion to make sure that we do not keep records for longer than we need to.

We will always try and keep your personal data secure, whether it is held on paper or electronically.

JOINED-UP SERVICES: SHARING PERSONAL DATA

Admiral wants to be able to provide appropriate, timely and effective services – it is important to us that we co-ordinate what we do for you properly.

To do this, we share basic information such as name and address between services within Admiral. This is so that we can keep our information on you as up-to-date as possible and so that we can improve our services to you. For example, if you tell the Telesales team that you have changed your phone number, they will pass this information on to other parts of Admiral – such as Credit Control.

Even though our systems are joined-up, we ensure that staff within Admiral can only access the information they need to do their job. In addition, we have a duty to protect the funds we administer and so may use the information we hold to prevent and detect fraud and any other legally required purposes.

Please remember though, we won't sell or give your information to any third party for marketing purposes unless we have asked your permission. We do have specific data sharing agreements in place with service providers we believe are essential for the efficient management of the public house. There will also be occasions when we are obliged under the Data Protection Act to pass your details on to a third party such as the police or government agencies to prevent crime or as part of legal proceedings.