



Data Privacy Statement

Malvern Youth and Community Trust (Malvern Cube) will collect, hold and process only sufficient personal data to allow us to manage your involvement with us. We will destroy data once it has been used for its intended purpose.

The Centre Manager is the point contact for any matters relating to our handling of your personal data.

This data will generally consist only of basic contact detail (name, address, phone number, email address) stored on one or more of our accounting, room and ticket booking and email distribution systems, as appropriate, and will be accessible only by the designated individuals who use the information to fulfil the purposes for which it is held. This may include external data processors, all of whom are within the UK and subject to the same data protection rules as we are.

Where you have agreed to receive a payment from us by electronic transfer, your bank name, sort code and account number will be stored on our bank's secure payment system, and accessible only by designated individuals at Malvern Cube.

We will not send you marketing or communication material (including Malvern Cube's newsletter) unless you have agreed to receive it. You may of course unsubscribe at any time.

You have the right to know what personal data we hold about you, which will be provided on receipt of a written request* to the Centre Manager. You have the right to remove it at any time, either by 'unsubscribing' from regular communications, or by a written request* to the Centre Manager. In this case we will then be unable to process future bookings or advise you of future events at the Cube until and unless you provide the appropriate personal data to allow us to do so.

We will not share your personal data with any other organisation, unless we have a written request* from you, or your prior written permission*. In either case we will notify you of the name of the organisation, the data provided to it, and the reason for providing it. However, where Malvern Cube's ticketing system is used to sell tickets on behalf of a third party, we will pass on details of those purchasing tickets to the third party to enable them to undertake front of house ticket checks. Where the purchaser has opted in to receive information via this booking process this will be considered as a request to receive information only from Malvern Cube and that third party.

- An e-mail is considered an appropriate form of written request in this context. E-mails should be sent to manager@malverncube.com

