

# PRIVACY POLICY



## HOW YOUR DATA WILL BE USED?

As a company, Syzygy Leisure Ltd needs to keep and process information about you for operation purposes. The information we hold and process will only be used for our management and administrative purposes. We'll keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately. This applies when you contact us or use our services. This includes using information to enable us to comply with the terms and conditions, to comply with legal requirements, to pursue the legitimate interests of Syzygy Leisure Ltd and protect our legal position in the event of legal proceedings. If you do not provide this data, we may not be able, in some circumstances, to comply with our obligations and we'll tell you about the implications of that decision.

As a company, we may sometimes need to process your data to pursue our legitimate business interests. For example, to prevent fraud, for administrative purposes or to report potential crimes. The nature of our legitimate interests are to provide you with information about our company and its services and to provide you with services including the administration of those services

Most of the information we hold will have been provided by you, but some of it may have come from other external sources. For example from information in the public domain, for example from your company or organisations website

The type of information or data we hold includes your name, address, telephone numbers, email address, the name of your business, the industry in which you operate. We also maintain records of when you contact us, and this could be by either storing emails or logging calls on our databases.

In the rare instances where we process special categories of information relating to your racial or ethnic origin, religious and philosophical beliefs,, biometric data or sexual orientation, we'll always obtain your explicit consent to that unless this is not required by law or the information is required to protect your health in an emergency. Where we're processing data based on your consent, you have the right to withdraw that consent at any time.

We'll only ever disclose information about you to third parties if we're legally obliged to do so, or where we need to comply with our contractual duties to you.

General enquiry information will only be retained for a maximum of 12 months. Where a contract has been entered into with us, we will retain information gathered during that contract for a period of 5years following the termination of the contract.

If in the future, we intend to process your personal data for a purpose other than that which it was collected for, we'll provide you with information about that.

## **YOUR RIGHTS**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data:

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

## **IDENTITY AND CONTACT DETAILS OF CONTROLLER AND DATA COMPLIANCE ADVISOR**

Syzygy Leisure Ltd is the controller of data for the purposes of the GDPR.

If you have any concerns as to how your data is processed you can contact our Data Controller at [admin@syzygyleisure.co.uk](mailto:admin@syzygyleisure.co.uk) or you can write to us at: Syzygy Leisure Ltd, 6 Church View, Moulton, Northants, NN3 7FZ

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