



The Glemham Hall Estate Partnership Privacy Policy

Our contact details

Name: Glemham Hall

Address: Glemham Hall, Little Glemham, Suffolk IP13 0BT

Phone Number: 07920 855041

E-mail: events@glemhamhall.co.uk

Website: www.glemhamhall.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Your Name
- Your Email Address
- Your Telephone Numbers
- Your Postal Address
- Employee Data
- Website User Statistics including IP Addresses

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You book tickets either online or by telephone to attend an event at the venue
- You book an event of your own at the venue
- You visit our website and opt in to receive our newsletter or to receive information

We also receive personal information indirectly, from the following sources in the following scenarios:

- Wedding Venue Advertisement platforms such as but not limited to;
 - hitched.co.uk
 - weddingwire.co.uk
 - guidesforbrides.co.uk
 - bridebook.co.uk

We use the information that you have given us in order to

- Provide you with the wedding information you requested

We will never share this information with anyone.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting events@glemhamhall.co.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How we store your personal information

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

By Post: Glemham Hall, Little Glemham, Suffolk IP13 0BT

By Email: events@glemhamhall.co.uk

By Telephone: 07920 855041

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at;

By Post: Glemham Hall, Little Glemham, Suffolk IP13 0BT

By Email: events@glemhamhall.co.uk

By Telephone: 07920 855041

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>