

Ennerdale Hub Limited – Privacy Notice

1. Who is responsible for managing my personal data?

Ennerdale Hub Limited (an Industrial and Provident Society for Community Benefit) owns and manages The Gather, Ennerdale. Ennerdale Hub Limited is responsible for managing your personal data. This Privacy Notice explains how we collect, use, share and protect your personal data.

2. What information is collected?

Depending on the use, the following may be collected: name, address, telephone number, e-mail address, NI number, Unique Tax Reference (UTR), bank account details.

3. How is your information used?

- For staff, the information we hold is used to manage our contract with you, for example to pay salary, manage tax and National Insurance, and to send you legal and other communications.
- For individual suppliers, the information is used to make payments and to communicate with you.
- For shareholders, the information is used to fulfil our legal obligations and to communicate with you.
- For volunteers, supporters and others, the information is used to communicate with you.

4. On what legal basis will we process your information?

We will process your information on the following lawful bases:

Processing purpose	Lawful basis
Payment of salaries	Performance of contract
Payment of tax and National Insurance	Legal obligation
Staff communications	(a) Performance of contract (b) Legal obligation
Individual supplier payments	Performance of contract
Shareholder communications and maintenance of register	Legal obligation
All other communications	(a) Pursuance of our legitimate interests, or (b) Consent

5. Who will you share my information with?

Your information will not be shared with anyone other than staff, volunteers or agents working for Ennerdale Hub Limited or The Gather.

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6. How do we manage your information?

We will hold your information securely. Sensitive data on paper will be kept under lock and key, and electronic records will be protected by appropriate password systems.

7. How can I check or update my details?

You have the right to see your personal data and request changes. To do this, please send an e-mail to ennerdalehub@thegatherennerdale.com and we will deal with your request.

8. How long will we hold your information for?

We will hold your information:

- (a) for as long as we need so that we can fulfil our legal obligations, or
- (b) for as long as we have a contractual relationship with you, or
- (c) for as long as we have a legitimate interest in communicating with you.

If none of these conditions apply or if you ask us to remove it, your information will be securely deleted.

9. How can I contact you?

If you have any questions or concerns about this notice or the way your data is processed, please send an e-mail to ennerdalehub@thegatherennerdale.com or write to us at:

Ennerdale Hub Limited
The Gather
Ennerdale Bridge
Cleator
CA23 3AR.