

MKCC Limited

Privacy Policy

Our Principles

MKCC Limited is committed to protecting your privacy in line with requirements of 1988 Data Protection Act and the General Data Protection regulation (GDPR). We will seek to be transparent with regards to our storage of your personal data, processing of your personal data and our communications concerning the personal data we hold.

- Personal data will be fairly and lawfully processed;
- Personal data will be processed for the limited purposes outlined below;
- Personal data will be adequate, relevant and not excessive;
- Personal data will be accurate and up to date;
- Personal data will only be held for as long as is necessary;
- Personal data will be processed in line with the data subject's rights;
- Personal data will be secure; and
- Personal data will not be transferred to other countries.

Use of personal information

MKCC Limited holds personal information about staff, existing clients, prospect clients who have contacted us, organisations we work in partnership with and external suppliers. We use this information for several main purposes:

- The day-to-day administration of the Conference Centre; e.g. event management, invoice processing, catering requirements;
- Statistical analysis; gaining a better understanding of booking trends and seasonal booking patterns;
- Contacting you to keep you informed of MKCC Limited activities, events or special offers;

Our legal basis for using your data is 'contract' (emails/written correspondence), 'legitimate interest' (special offers, conference updates, requests for specific information).

We will not disclose your information to a third party unless:

- We are legally compelled to do so;
- We have a duty to the public to disclose;
- Where disclosure is required to protect your interest; and/or
- Where disclosure is made at your request or with your consent.

We will respect your email privacy. You will only receive emails from MKCC Limited in relation to information you have requested. All existing customers automatically receive our regular e-news email but are able to unsubscribe at any time via the instructions at the bottom of the e-news email.

Applying our principles

MKCC Limited uses several cloud-based administration systems to secure your data. These systems use industry standard technology, SSL encryption, making it nearly impossible for anyone else to see your data when it is loaded onto the system. Your data is stored on servers within the UK.

From time to time, employees of those companies who support our cloud-based administration systems may be required to access our systems in order to resolve technical issues – access to our system will be at our request and restricted for the period of time it takes to resolve the technical difficulty.

All other access to our databases is strictly controlled through the use of name specific passwords, which are selected by the individual.

- Those authorised to use our databases only have access to their specific areas of use. This is controlled by the Data Protection Officer (Mr Ian Baird) and other specified administrators and they alone can access and set these security parameters.
- People who will have secure and authorised access to your data may include MKCC Limited Staff only.
- Databases will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act & General Data Protection Regulation, unless prior consent has been obtained from the individual whose data is to be viewed.
- All access and activity on the database is logged and can be viewed by the Data Controller.
- Subject Access – all individuals who are the subject of personal data held by MKCC Limited are entitled to:
 - ask what information MKCC Limited holds about them and why;
 - how to gain access to it;
 - be informed how to keep it up to date;
 - be informed what MKCC Limited is doing to comply with its obligations under the 1988 Data Protection Act & General Data Protection Regulation;
 - have their data removed with immediate effect; and
 - complain to the Information Commissioners Office if unhappy with MKCC Limited's handling of data.
- MKCC Limited will not charge you for accessing the personal data we hold on you.
- Personal information will not be passed onto any third parties outside of the MKCC Limited environment.
- Subject Consent – you will be required to verify your consent to our processing your data. MKCC Limited will maintain records of how and when your consent was given.
- MKCC Limited will retain personal data until such time as you withdraw your consent or we have not any business transactions in a 24 month period.