



Table 11 CIC Privacy Policy

Our contact details

Name: Table 11 CIC

Address: 167-169 Great Portland St, London W1W 5PF

E-mail: info@table11.org.uk

Website: www.table11.org.uk

Companies House registration number: 14971112

The type of personal information we collect

We currently collect and process the following information:

- Your name
- Telephone number(s)
- Email address
- Survey responses

We may, in further dealings with you, extend this personal information to include your address, subscriptions, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a host or participant in an efficient and effective manner.

We keep Personal Data that we obtain about you during your time as a Table 11 CIC member for no longer than is necessary for the purposes for which it is processed. How long we keep your Personal Data will depend on how long you remain a member, the nature of the Personal Data concerned and the purposes for which it is processed.

We may change this Privacy Notice from time to time (for example, if the law changes). We recommend that you check this policy regularly to keep up-to-date.

How we get the personal information and why we have it

Processing Personal Data from members allows us to administer and manage the process of registering as a member, studying and taking exams with us. In order to comply with Personal Data protection laws, we need a lawful basis (a reason) to



process your Personal Data. We use the following lawful bases to obtain and use your Personal Data.

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

- The legal basis for processing your data is based on your interest in joining or hosting a table. Therefore, we will not store, process or transfer your data unless we have an appropriate lawful reason to do so.

We use the information that you have given us in order to contact you, following your enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about;

- Make available information about our Tables and events;
- Help answer your questions and solve any issues you have.

Under the UK General Data Protection Regulation (UK 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 info@table11.org.uk.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.



We may send you relevant information about events or news about our Tables by email, but only if you have previously consented to receive these marketing communications. When you register with us, we will ask if you would like to receive marketing communications, and you can change your marketing choices online, over the phone or in writing at any time.

If you wish to amend your marketing preferences, you can do so by emailing us.

How we store your personal information

Your information is securely stored.

Data security is of great importance to Table 11 CIC and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Implementing access controls to our information technology;
- We use appropriate procedures and technical security measures (including strict encryption, anonymisation and archiving techniques) to safeguard your information across all our computer systems, networks, websites, mobile apps, offices and stores;
- Never asking you for your passwords;

We retain a record of your personal information in order to provide you with a high quality and consistent service. We will always retain your personal information in accordance with the Data Protection Legislation GDPR and never retain your information for longer than is necessary. Unless otherwise required by law, your data will be stored for a period of 1 year after our last contact with you/some other identifiable action or period, at which point it will be deleted.

When using our website, you may be able to share information through social networks like Facebook and Twitter. For example, when you 'like', 'share' or review our Services. When doing this, your personal information may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.



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 at on the address below, if you wish to make a request.

Table 11 CIC

167-169 Great Portland St, London W1W 5PF United Kingdom

E-mail: info@table11.org.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@table11.org.uk,

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>