

Oasis Southampton Ltd

DATA PRIVACY POLICY 26th July 2020

1. About this Policy

1.1 This policy explains when and why we collect personal information about our customers, suppliers, and staff, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Oasis Southampton Ltd. We can be contacted via enquiries@oasis-bar-southampton.co.uk

3. What information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Customer's name, address, telephone numbers, e-mail address/es.	Recording venue bookings or any other service we may provide.	Performing the company's contract with the Customer.
Customers name and contact number only .	COVID track and trace	Compliance with HMG's COVID 19 track and trace policies and guidelines
Employees name, address, telephone numbers, e-mail address, National Insurance number, date of birth, tax code and banking details	Ensuring employees are eligible to work, ensuring correct pay rates and deductions and making payments to staff.	Performing the company's contract with the employee.
Supplier's name, address, telephone numbers, e-mail address/es and banking details.	Purchase of supplies and payment.	Performing the company's contract with the supplier.
CCTV Images	To assist with the management of the premises, maintenance of good order, prevention and detection of offences.	Use of CCTV is a condition of our license issued under the Licensing Act 2003.
Website: Cookies	Our website uses Cookies.	To collect information for potential use with marketing initiatives and analytics. You have the option to set Cookies to your preferences when you log into the site.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the UK.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.5 Officers of the Company who hold and use your data are: all staff members at Oasis Bar for the purpose of managing any venue booking or other service we may provide to you.

In the case of CCTV, only the Managers and Directors have access to the system for the purpose of downloading images.

5. Payment Card Details

We do not store payment card details other than in our Card Payment system which is secured by the providers. We have no access to that system and only limited parts of the card numbers are displayed on receipts.

6. Who else has access to the information you provide us?

6.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above.

7. How long do we keep your information?

7.1 Any details provided in relation to venue hire or other services will be retained for a period of no more than 3 months after the end of the calendar period that our current bookings diary covers. You may request that your details are removed after a period of 30 days after the booked event if you wish.

7.2. Contact information taken in support of the Governments COVID 19 track and trace initiative is held in the kitchen area for the duration of your visit. It is then transferred to the daily set of records which are stored in a secure area for 21 days. On the 22nd day, the record will be destroyed by shredding.

8. Your rights

8.1 You have rights under the GDPR:

(a) to access your personal data

(b) to be provided with information about how your personal data is processed

(c) to have your personal data corrected

(d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed

(f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the

Information Commissioner:

<https://ico.org.uk/concerns/> Tel 0303 123 1113.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager, via enquiries@oasis-bar-southampton.co.uk