



Privacy Policy **January 2024**

General

This Privacy Policy sets out how Styx Centre processes data on individuals and the rights of those individuals in respect of that personal data. Any questions relating to this Privacy Policy or requests for information about personal data should be directed to office@styxcentre.gg in the first instance.

Who we are.

Styx Centre is a member of The Association of Guernsey Charities and constituted as a limited by guarantee company with registered number 63622 and registered office situated at Styx Centre, Rue de Longfrie, St Pierre du Bois, Guernsey GY7 9HZ.

The type of data we hold, how we obtain the data and how we use it.

If you provide goods or services either on a commercial basis or as a community service or are a hirer of the Centre facilities you give us your personal data because it is either required for contract purposes or simply so that we can effectively manage Styx Centre.

You may voluntarily give us your personal information so that we can contact you and keep you informed.

The data we may collect and process can include:

- Contact details (including names, postal addresses, e-mail addresses and telephone numbers)
- Financial information such as terms of rental hire
- Correspondence
- Any other information that may be provided to us

We will not transfer your data or share it with anyone else unless requested by you or agreed with you unless we are required by law to do so.

How we store the data and how long we hold it.

Your personal data wherever held (e.g. our filing systems, spreadsheets, word documents including printed and hand written) will be kept securely and to the best of our ability using up-to-date methods. These systems may be electronic or on paper.

If your personal details change e.g. name, e-mail, telephone numbers, or you notice a change is needed in the personal data we hold for you then please let us know so we can record it.

Your information will be kept for six years if required for Income Tax or legal purposes.

If your information is provided voluntarily then you may unsubscribe at any time at any time by e-mailing office@styxcentre.gg and your information will be removed from our systems.

Your rights under the Data Protection (Bailiwick of Guernsey) Law 2017 are:

1. Right to information about personal data collected from you
2. Right to data portability
3. Right of access
4. Right to object to processing for historical and scientific purposes
5. Right to rectification
6. Right to erasure
7. Right to restriction of processing
8. Right not to be subject to decisions based on automated processing

These are detailed in a guidance document issued by The Office of the Data Protection Commissioner which you can find at website www.odpc.gg New Law tab, GUIDANCE. You can request an e-mail or print of this from us.

We have covered points 1, 2, 3 and 5. Points 4, 7 and 8 are not relevant. Point 6 – the data we hold about you, detailed in this document, may be required for legal purposes and if so erasure is not possible.

Complaints.

Complaints and data breaches can be referred to The Office of the Data Protection Commissioner in Guernsey (ODPC) website, www.odpc.gg complaints form <https://www.odpc.gg/online-enquiry/#/complain/form>, or call them on 742074 if you aren't able to access this.

A copy of this policy will be available on Styx Centre website and will be displayed for the attention of all on the Centre notice board. The policy will be reviewed on a regular basis.