

**GENERAL DATA PROTECTION REGULATIONS**

**PRIVACY NOTICE FOR TENANTS, RESIDENTS AND GUARANTORS**

**Data Controller:**

Name of Agency: REDVENOM.CO.UK LTD  
Address of Landlord: 196 YORK ROAD, HARTLEPOOL, TS26 9EB  
Telephone Number: 01429 873874  
Email address: info@redvenom.co.uk

**What this Notice is about**

This Privacy Notice tells you what information we obtain and hold about you whether you when you place an order or enter a race, it explains what information we collect, why we collect it, and what we do with it, as well as who we share it with. We collect and handle personal information about our customers.

We call this information “your information”. It is also referred to as “data”.

Where this notice is given to more than one person it is given to each of you separately.

You should read this notice when you give us information so you are aware of how and why we are using this. Please update us if any information supplied by you changes.

**Why we are giving you this notice**

We are required by data protection law to give you this notice. We must be open with you about why information is collected about you and then what is done with it. We must act fairly in relation to this information. You have various legal rights relating to this information which are spelt out in more detail in this notice.

In order that we can collect or use information about you there must be a legal basis or gateway for doing so. This notice identifies the relevant gateway for the various types of information we collect and hold about you. A detailed explanation of these gateways is given in this notice.

Under data protection legislation we can only process data “as necessary” and only to the extent that it is needed. For example, we can share of your data with the race organisers for a race you have entered

**The data we collect/hold about you**

We use different ways to collect data about you including the information you supply to us when applying for a tenancy/residency. If you fail to provide this information we may not be able to proceed.

As necessary personal data is processed by us (or by the race organiser when entering a race)-

- Product order - Name, Address, telephone number and email address
- Race entry – In addition to the information above – Gender, DOB, National governing body membership number, Next of kin details and medical conditions. Some of this information will be displayed on a results lists on both paper and on the internet

**Sharing data with others**

We will share information we hold with others, where this is necessary. When we do this, we must comply with data protection legislation. Information can be shared with race organisers and results services. We may need to share information with your next of kin etc., e.g. in an emergency.

## **Children**

In cases where a minor enters a race, information will be given to us about the minor; usually by an adult such as a parent on their behalf. Data protection law requires us to give such information additional protection where we collect or use it.

## **Why we collect data and the legal basis for processing your personal data**

We must tell you why we collect and hold information about you.

We must also have a legal basis before we are allowed to collect or process your personal data. Processing personal data includes recording, storing, altering, using, sharing or deleting data. We only need one of these “gateways” and for our purposes they are –

- You consent. Consent may be requested in certain cases.
- Where this is in your vital interests, e.g. if there is a life-threatening situation.

This notice identifies the relevant gateway applicable in each case. In some cases, we will rely on more than one gateway depending on the particular purpose for which we are using your data.

Additionally, any data must be processed by us fairly and openly.

## **Why we process your data**

The various purposes for which it may be necessary for us to process various categories of your information include: -

- In your vital interests for contacting next of kin etc., in an emergency
- In our legitimate interests for the storage of emails, records of calls and other communications
- In accordance with our legal obligations if you exercise your rights under data protection law
- To perform our legal obligations for compliance with legal and regulatory requirements
- In our legitimate interests for the establishment and defence of legal rights
- In our legitimate interests for prevention, detection and investigation of the security of any website or other means of electronic communication

We may change the purposes where this is compatible for the purpose for which we obtained the data originally. If we need to use your data for a non-compatible purpose we will notify you and explain the legal gateway that allows us to do so. We may process your information without your knowledge where this is required or permitted by law.

More information about what we do with data and why, along with the relevant legal gateway is given in the Table. This also tells you who we share data with and receive it from.

## **Length of storage of data**

Data can only be stored on a time limited basis and not indefinitely. We will hold personal data about you for six years after your final order. We are also required to retain information for up to six years for tax purposes.

## **Storage and security of data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

All our information is stored securely electronically on servers or devices. Certain information is also retained on a secure basis in hard copy format.

### **Holding data outside the European Union**

Our email account and web provider (if any) is the provider specified in the Table. Our email account is web based. Providers store related data internationally and not necessarily within the European Union. The recipient of this data is the provider concerned. You need to refer to the provider concerned to determine if they have the required clearance (adequacy decision) from the EU authorities or whether or not, instead, there is an agreement containing appropriate and suitable safeguards and to obtain a copy of this agreement.

### **Your rights**

Where we hold personal data about you, you are the data subject. Data protection legislation gives you a number of rights. To exercise any of these rights you should contact us. You can do so by email at the address given above or you can telephone us on the number given above. You can also write to us at our address given at the top of this notice. Normally no fee is payable.

In particular you have a right to object to the processing of your information where we are processing this in our own legitimate interests or those of someone else. This applies if you feel that this impacts on your own interests or your fundamental rights or freedoms.

These rights are as follows –

- Access – you have the right to make a request to be told what personal data we hold about you. This is a right to obtain confirmation that data has been processed and to have access to your personal data and the right to information details which should be provided with the privacy notice.
- Correction/Rectification – if you consider any data we hold about you is inaccurate you can tell us so that where appropriate this can be corrected. Where a mistake is made in data processing then you can ask to have it rectified. Any third parties who have received the data from us should then be told of the rectification and you should be informed by us of any such third parties.
- Erasure – you have a right to ask us in certain circumstances to erase any data we hold about you (the so called right to be forgotten). Individuals can request the right to have personal data erased to prevent processing in specific circumstances, i.e. it is no longer necessary, consent has been withdrawn, there is an objection and where applicable your rights etc., override the legitimate interests to continue our processing, or data has been unlawfully processed.
- You can object to our processing of data – this allows you to object to our processing of data about you. We must then stop processing data unless we can establish legitimate reason for continuing. In particular this applies where we are relying on our own legitimate interests or those of a third party to process data but it can also apply in other situations.
- Restricting processing – you can ask us to suspend processing of your personal data and we must then restrict processing of data. This includes where you are contesting the accuracy of a statement or the lawfulness of the processing.
- Data portability – this allows individuals to reuse their personal data for their own purposes across different services allowing them to move, copy or transfer personal data more easily.

### **Withdrawal of consent**

Where your consent provides us with the legal gateway to process data about you you can withdraw this at any time by telling us by email or post using the addresses given above.

## **Complaints**

We operate our own internal complaints policy and if you have any concerns about the way in which we collect or handle data please contact us.

Additionally, you have the right to lodge a complaint with the Supervisory Authority who is –

Information Commissioner

Information

Wycliffe

Water

Wilmslow

Cheshire

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

Commissioner's

Office

House

Lane

## **TABLE**

### **Introduction**

#### ***About this Table***

As necessary, we collect, use and otherwise process different categories of information (data) about you relying on the various legal gateways available to us. This part of this notice gives you a general description of these processing activities for the different categories of information and the purposes for which we process your information. If you consider that we have not given sufficient details of what we do then you can make an access request for more information.

#### ***Expressions used***

To make this Table as concise as possible we employ a number of expressions –

**Handle information** – collecting, compiling, using or storing information (data).

**Use information** – when we use information this means we consult it, compile it, refer to it to make a decision, or act on it, or combine it with other data. When using it in this way we may have to alter it.

**Share data** – this includes transferring data to someone else where this is necessary, or receive it from a third party.

**Collect data** – this is where we receive information either from you, e.g. when you sign a tenancy application form or from a third party, e.g. a reference about you.

**Compile data** – this is where we use information about you which we have collected to generate information about you, e.g. our rent payment records or repair records.

**Next of kin etc.** – this includes close relatives.

#### ***Altering Data***

We are required by data protection legislation to keep your information up to date and it is of course in our own legitimate interests to do so for us to ensure that we have accurate records.

## **Storing Data**

We keep information both electronically and in a manual filing system to maintain our records. We do this because we need to use it from time to time. Normally the legal gateway permitting us to do so which will apply will be the same as applies when we use the data. Additionally, however, there are legal obligations to retain data under data protection law and taxation legislation. We also need to do so to fulfil our contract with you. In our own legitimate interests, we also need to retain information to deal with enquiries or disputes and for audit purposes.

## **Destruction of Data**

We delete/destroy data once it is no longer needed. This is a requirement of data protection law. This notice tells you the period for which we normally store data.

## **What this Table tells you**

Information is handled as necessary from time to time. As already stated, information falling under one category can be amalgamated with or added to information in another category in order to carry out the stated purposes.

Part 1 of this Table tells you, depending on the relevant category of your information, what our processing activities are and what is the legal gateway permitting processing as well as the purpose for which we carry out these processing activities.

Where the legal gateway in question is our own legitimate interests (or those of a third party) we identify the relevant legitimate interests.

Details about sharing data are set out in Part 2, whether we transfer it to someone else or receive from a third party.

## **Part 1 – Collecting, compiling, using and storing your information**

In this Part we list out the different categories of your information, briefly explain them where needed, explain what we do with the information and why, as well as specifying the relevant legal gateway we rely on to do so.

We use the word “handle” to cover collecting, compiling, using or storing this information.

### **Identity and contact details**

1. This includes name, contact details and date of birth
2. We handle this information in order to process your order or enter you into a race. This is done to perform the contract.

### **Personal and background information**

1. We also handle this information which relates to next of kin etc., to contact them in the event of an emergency. This is to protect your vital interests.

### **Complaints**

1. We operate a complaints procedure which may be informal. Although we will do all we can unfortunately sometimes things go wrong so complaints may arise.
2. Information handled concerns complaints which you may make or which may be made on your behalf. These will give rise to communications and records being compiled by us.
3. We handle complaints with a view to resolving these, although this might involve external intervention.

## **Health/disability**

1. Importantly, this is sensitive personal information to which additional protections apply. We may be given information about your health (whether mental or physical) or disabilities.
2. We may be given information about your disabilities so that we can make particular arrangements for you.
3. We handle information about your health or disability. This may be to protect your vital interests. It will be in our own legitimate interests if we are told of any medical condition which affects you. This is so we are aware of possible impacts on you.
4. In regards to information concerning any disability. This may also be under a legal obligation where we are obliged by law to make provision to deal with your disability.

## **Part 2 – Sharing Information**

### **Introduction**

We share your information with various persons, organisations as necessary. This involves us either transferring your information to others or collecting it from them, depending upon the circumstances. This Part of the Table gives you details about this. It can be a two-way traffic between ourselves and others.

Where we collect information from others (third parties) we have to tell you the source of this information, whether or not it is publically accessible, the nature of the source (i.e. whether it is publically or privately held) and the types of organisation from whom the information is obtained. Where possible we need to name the source as well but often this cannot be done. The required details appear in this Part of the Table.

We share identity and contact details with all persons, organisations/authorities referred to below. This category of information is linked with the other information in every category for the purposes and under the legal gateway specified under each of the other categories of information. This is to ensure that you are correctly identified and, if need be, can be contacted.

### **A – Sharing of certain categories of your information**

We share certain categories of your information (both transferring it to them and collecting it from them as necessary) with private persons/organisations and public authorities as necessary.

In Section B we go onto explain that, as necessary, certain private persons/organisations and public authorities can share any of your information (irrespective of its category).

Table 1 below identifies the different categories of your information and specifies the private persons/organisations/public authorities with whom these different categories of your information are shared as necessary. This Table should be read in conjunction with Table 2 (private persons/organisations) and Table 3 (public authorities). Tables 2 and 3 explain why we share your information with these persons/organisations/public authorities and the legal gateway which allows this to happen.

Depending on the category of data concerned you should also refer to that category under Part 1 above because the purposes set out for which we handle data and the legal gateway for doing so also usually apply when we share data with others.

**Table 1 – Data categories and who they are shared with**

<b>Data category</b>	<b>With whom we share the data</b>
Personal information	Race organisers
Correspondence etc.	Depending upon the applicable category of information relevant correspondence etc. is shared with any of the persons/organisations/authorities listed in SectionA

**Table 2 – Private persons/organisations**

<b>Categories of persons /organisations</b>	<b>Purpose and legal gateway</b>
Race Organisers	To give entry details to ensure they have sufficient information for you to compete in the race and hold next of kin details should they be require to contact them. To allow us to perform a contract
Next of kin etc.	To make contact with them in the event of an emergency to protect your vital interests.

**Table 3 – Public Authorities**

Taxation authorities	These are HM Revenue and Customs, as well as any other public authority having power to levy taxes or charges. We are required by law to make appropriate returns to comply with legislation imposing taxes etc.
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**Names of persons/organisations/public authorities with whom information is shared**

Where we are able we have to provide you with the identity of the persons/organisations/authorities which are referred to in Tables 1, 2 and 3 above.

Email provider:	Zoho
Website provider/host (if any):	108 Interactive
Other professionals:	Accountants