

1 Introduction and General Terms

Welcome to www.mayfairforum.org. This Privacy Notice sets out how we collect, use, disclose and transfer personal data that you may provide to the Mayfair Forum. Personal data is information which can identify you, such as your name and address. For the purposes of this Privacy Notice (unless expressly stated, or the context requires, otherwise), 'we', 'us' and 'our' refers to the Mayfair Forum.

Mayfair Forum is the data controller in respect of your personal information for the purposes of applicable data protection legislation.

2 Legal grounds for processing personal data

Mayfair Forum will process your personal data on the grounds that it is in our legitimate interest for the effective administration of the website. We also process data if you have given us your express consent such as for obtaining marketing services.

3 What personal information do we hold?

Mayfair Forum collects and processes personal information from you that may include: • First and last name, postal address, email address, telephone number and where appropriate, business name

4 How we collect this personal information

We collect information (including personal information) when you subscribe to the Mayfair Forum through the Website and entering into terms and conditions through this Website and/or when you submit requests, feedback forms or emails via this Website.

We may use the information we collect about you to: • improve the content of this Website to ensure that content is presented in the most effective manner for you and for your computer; • communicate with you (including via email or SMS where such contact details have been provided); • provide you with the information about Mayfair Forum that you request from us; • notify you of any changes to our services; and • administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

5 When we may disclose your personal information

We will disclose your personal information with the Mayfair Forum committees and the Website administrator.

We will take steps to ensure that any third party we share your personal information with will keep your personal information secure and confidential, and retain only for as long as is necessary to carry out the activity required.

We will take appropriate measures to keep your information confidential and secure in accordance with our internal procedures covering the storage, access and disclosure of information.

Please note that messages you send to us by e-mail or via any internet connection may not be secure. If you choose to send any confidential information to us by such means you do so at your own risk with the knowledge that a third party may intercept this information and we do not accept any responsibility for the security or integrity of such information.

6 How long will we hold your personal information

We will only retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. However, if you wish to have your personal information removed from our databases, please contact us (see section 12). Subject to any legal or regulatory requirements, we will then remove this information.

7 Your rights

The accuracy of the information we hold about you is important to us. Under applicable data protection legislation, you have rights concerning your personal information.

- You have a right to correct any inaccurate or incomplete personal information we hold on you. You have a right to receive a copy of the personal information we hold on you, which we must provide to you in a structured, commonly-used and machine-readable format. You have a right to require us to stop or to restrict our processing of your personal information. You have a right to require the erasure of personal information we hold on you once it is no longer necessary in relation to the purposes for which the information was collected or is being processed.
- Please contact us if you wish to exercise any of these rights. Details are in section 12.

8 Links to other websites

This site may contain links or references to other websites. If you use such links or references, you will leave this site. Please be aware that we do not control other websites and that, in any case, this Privacy Notice does not apply to those websites. We encourage you to read the Privacy Notice of every website you visit.

9 Complaints

If you have a complaint about how we manage your information, please contact us using the details in section 9. If you are still not satisfied after going through our internal complaints procedure you can then complain to The Information Commissioner's Office by telephone on 0303 123 1113 or through the following link: <https://ico.org.uk/global/contact-us/email/>.

10 Changes to our Privacy Notice

We will review and may update our Privacy Notice from time to time. Any changes to this Privacy Notice will become effective when we post the revised Privacy Notice on our website. Please check our website frequently to see any updates or changes to our Privacy Notice.

11 How to contact us

If you have any questions, comments or requests regarding any aspect of this Privacy Notice, please do not hesitate to contact us at info@mayfairforum.org

This Privacy Notice was last reviewed, updated and issued in August 2019