

Guildhall Private Events

1. What personal data is collected about you	Your full name, title, job title, organisation, email address, phone number, personal mobile number (if provided) and information relating to your private event
2. What special category data is collected about you	None
3. Reasons why we use your personal data	<ul style="list-style-type: none">• To contact you about your event and provide you with information that you have requested;• To enter into a contract with you and deliver your event;• To provide you with material about Guildhall Private Events which may be of interest to you and for related marketing purposes which you opt-in to.
4. Why we are allowed to use your personal data	<ul style="list-style-type: none">• We have your consent when you register to be contacted by the Guildhall Private Events Team or when you opt-in to receiving marketing material.• For the performance of a contract that we have with you.
5. Who we can share your personal data with	We will not share your data with any other parties.
6. How long we keep your personal data for	We will keep your personal data for three years after the date of your last event or enquiry and rely on our legitimate interests to do so. However, if you withdraw your consent to be contacted, we will delete your personal data.
7. Situations when your personal data might be sent to other countries	When using Mailchimp or Survey Monkey (US based) to invite you to receive our marketing emails or ask for feedback from your events.