

Raven Row
56 Artillery Lane
London E1 7LS
+44 (0)20 7377 4300
ravenrow.org

Privacy Policy

May 2018

Description of processing

The following is a broad description of the way Raven Row processes personal information. To understand how your own personal information is processed you may need to contact Raven Row to ask about your personal circumstances.

info@ravenrow.org

0207 377 4300

Purposes for processing information

Raven Row processes personal information to enable us to promote our activities, to maintain our accounts and records and to support and manage our staff.

Types of information processed

Raven Row processes information relevant to the above purposes. This may include:

- personal details (examples include email address, phone number, postal address)
- financial details (examples include bank account details for payees)

Who the information is processed about:

Raven Row processes personal information about our:

- email subscribers
- employees, including prospective employees
- suppliers and contractors
- participants and collaborators

Most data held by Raven Row will have been provided directly by the above groups of people.

Who the information may be shared with

Raven Row sometimes needs to share the personal information processed with the individual and other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past and prospective employers
- central government
- suppliers and service providers

Raven Row will only retain data for as long as is needed relating to the purposes as stated above.

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Use of CCTV

Raven Row uses CCTV for maintaining the security of the building and any potential exhibits. This information may be about employees, participants, visitors and those inside, entering or in the immediate vicinity of the building. Where necessary or required this information is shared with the data subjects themselves, employees and services providers.

Raven Row will adopt the following lawful bases in order to process any personal data:

- Consent: the individual has given clear consent for Raven Row to process personal data for a specific purpose
- Legitimate interests: processing is necessary for Raven Row's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Please contact info@ravenrow.org with any questions.