

THE FRIARS AYLESFORD – UK

PRIVACY STATEMENT

Preservation of your privacy is important to The Friars and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

In this Privacy Policy, references to “we”, “us” and “you” are references to The Friars Aylesford, a company limited by guarantee registered in England and Wales (Company No 3487590) and a charity registered in England and Wales (Charity No 1068518) and our trading subsidiary, Aylesford Priory Ltd, registered company number 6740190.

Information about you

We will only collect personal information from you when you or your organisation enquire about our activities or subscribe to our Newsletter. This may include your name, postal address, email address, telephone numbers, company name, job title.

Our use of this information

Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services. Our services include mass requests, tours, chapel usage, food and beverage, events including weddings and parties, Guest House and conference room bookings. We may disclose your personal data if required to do so by law.

How we store the information you give us

We take the protection of your personal data very seriously and we take appropriate steps to ensure your personal data is stored in a secure environment to prevent any unauthorised access. All your details are securely stored on a password protected server which only authorised staff members have access to. Other information are stored securely in filing cabinets. All staff members receive on-going training on the importance of safeguard of all personal information.

How long we store your personal data

We will only retain personal data for as long as is necessary for the purposes we are using it for. How long we retain data will vary depending on the purposes it is used for.

Your rights regarding your personal data

Access: You have rights under the Data Protection law, which have been strengthened under the General Data protection Regulation (GDPR) to see information we hold on you. You can do so by making a Subject Access Request to The Friars. We will respond within one calendar month of such request at no charge.

Rectification: You have the right to request that we amend any personal data which is incorrect or requires updating.

Erasure: You have the right to request that we delete any personal information pertaining to you or request to stop all forms of communication.

If you would like to exercise any of these rights, please use the following contact details:

Email: enquiries@thefriars.org.uk Address: The Friars Aylesford, Aylesford Kent, ME20 7BX

External Links

If you follow links to other sites from our website, your data will be subject to the privacy policies on those sites and this privacy statement will no longer apply once you have left this website. You should check out the privacy policy of these sites before providing your data.

Email communication:

Whilst we fully endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communication being virus-free and strongly recommend you have your own virus protection.

Changes to our Policy

We keep our Privacy Policy under regular review taking into account changes to our processing and regulatory changes. All updates will be placed on our website. This Policy was last updated on 24 May 2018