



Privacy Notice

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

- 2.1 The GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Liverpool Food collecting/processing their personal data.
- 2.2 All Employees/Staff of Liverpool Food & Running Tours who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

3.2

Liverpool Food & Running Tours aims to provide 1st class running and food tours in Liverpool

Our GDPR Owner and data protection representatives can be contacted directly here:

- info@liverpool-tours.co.uk
- 07868538700

The personal data we would like to *collect from* you is:

| Personal data type: | Source (where Liverpool Food & Running Tours obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources): |
|----------------------------|--|
| Contact form data | Website |
| | |

Document Control

Reference: GDPR PN1

Issue No:

Issue Date: 02/04/19



The personal data we collect will be used for the following purposes:

- For contact (if necessary) prior to tour event
- For contact post event e.g pictures taken during the tour
- To highlight future tour events

Our legal bases for processing personal data are as follows:

- Subject gives consent for one or more specific purposes.
- Processing necessary to meet contractual obligations with a data subject.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Re-marketing of future tours and events to customers whom have previously attended.

No special categories of personal data are processed.

3.3 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for Liverpool Food & Running Tours to process both types of personal data, but it must be explicitly given. If we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by emailing info@liverpool-tours.co.uk

3.4 Disclosure

Liverpool Food & Running Tours *will not* pass on your personal data to third parties *without first obtaining your consent.*

3.5 Retention period

Liverpool Food & Running Tours will process personal data for up to 3 weeks post tour event and will store the personal data for a max of 6 years.

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3.6 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Liverpool Food & Running Tours refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

3.7 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Liverpool Food & Running Tours (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Liverpool Food & Running Tours' GDPR Owner.

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The details for each of these contacts are:

| | Supervisory authority contact details | [Data Protection Officer (DPO)] / [GDPR Owner] contact details |
|-----------------|--|--|
| Contact Name: | Information Commissioners' Office | Gareth Boyd |
| Address line 1: | Wycliffe House | Great Western House |
| Address line 2: | Water Lane | Chester St |
| Address line 3: | Wilmslow | Chester CH4 8RD |
| Address line 4: | Cheshire | |
| Address line 5: | SK9 5AF | |
| Email: | | info@liverpool-tours.co.uk |
| Telephone: | 0303 123 1113 | 07868538700 |

3.8 Privacy statement

Read more about how and why we use your data here

<http://www.liverpool-tours.co.uk/terms-conditions/>

Document Owner and Approval

A current version of this document is available to all members of staff on the and is published on www.liverpool-tours.co.uk

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Change History Record

Date:

| Issue | Description of Change | Approval | Date of Issue |
|-------|-----------------------|----------|---------------|
| 1 | Initial issue | G Boyd | 02/04/2019 |
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