



# Leicester Society of Model Engineers Ltd

## Privacy Notice – Santa Special Bookings



It is necessary for Leicester Society of Model Engineers (LSME) Ltd to collect and use certain personal information. This privacy notice tells you what to expect us to do with the personal information collected on your Santa Special booking form.

### **What information LSME Ltd collects and uses, and why**

LSME Ltd collects the contact details (name, address, and telephone number) of customers submitting a Santa Special booking form to manage your booking.

LSME Ltd also collects the age and gender of any children for which tickets are requested to allow Santa to select an appropriate gift.

The lawful basis for collecting and using personal information to process and manage membership is “contract” (the booking).

### **Where LSME Ltd gets personal information from**

LSME Ltd collects personal information directly from customers using the Santa Special booking form.

### **How long LSME Ltd keep personal information**

Personal information will only be kept and used by LSME Ltd for as long as it is needed.

Typically, customer contact details (name, address, and telephone number) and the age and gender of any children will be retained until the Santa Special event has taken place.

### **Data protection rights**

Under data protection law, people for which LSME Ltd holds personal information have:

- right of access - the right to ask for copies of their personal information;
- right to rectification - the right to ask LSME Ltd to rectify personal information they think is inaccurate and the right to ask LSME Ltd to complete information they think is incomplete;
- right to erasure - the right to ask LSME Ltd to erase their personal information in certain circumstances;
- right to restriction of processing - the right to ask LSME Ltd to restrict the processing of their personal information in certain circumstances;
- right to object to processing - the right to object to the processing of their personal information in certain circumstances;



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- right to data portability - the right to ask that LSME Ltd transfer the personal information they gave to LSME Ltd to another organisation, or to themselves, in certain circumstances.

There is no fee payable to exercise these rights. Data protection rights requests should be made to the General Secretary (Helen Ragan; 85 Seaton Road, Wigston, LE18 2BZ; [LSMEsecretary@outlook.com](mailto:LSMEsecretary@outlook.com); 07500 180517). LSME Ltd will respond to data protection rights requests within one calendar month.

### **Making a complaint**

Complaints about LSME Ltd's use of personal information can be made to the General Secretary (Helen Ragan; 85 Seaton Road, Wigston, LE18 2BZ; [LSMEsecretary@outlook.com](mailto:LSMEsecretary@outlook.com); 07500 180517). If the complaint remains unresolved, complaints can also be made to the Information Commissioner's Office (ICO):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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