**THE LIBRARY OXTON**

**PRIVACY POLICY**

**Summary**

This notice provides details on how Pausha Ltd T/A The Library Oxton collects and uses data relating to users of The Library Oxton website and its related offers, table reservations and event booking services.

The Library Oxton acts as the data controller for the purposes of the Data Protection Act 1998 & 2018 and the EU General Data Protection Regulation (“GDPR”) regarding the use of your personal data as described in this privacy policy.

**Data Collected**

The following personal and non-personal information may be collected when users contact us or use our services:

* contact information such as name, email address, telephone number; social media contact information
* information related to offers, events and bookings

**Use of Data**

Our use of the personal and non personal information specified above will always have a legitimate basis, based on consent to such by signing up to our services, to provide information on our services, events and offers in as helpful and tailored manner as possible, or if it were a legal requirement.

**Storage of Data**

Personal and non personal information is stored in our electronic and physical records and by our service providers. Our service providers may have servers which are located overseas, where the laws may not give the same level of protection to personal data as within the UK. We will, however, take all steps we can to ensure that your personal data is treated securely and in accordance with this privacy policy to prevent unauthorized access.

We would advise that the transmission of information via the internet is not completely secure. Although we will do our best to protect personal information, we cannot guarantee the security of personal data transmitted to our website and any transmission is therefore at the users own risk.

We will retain users’ personal and non personal information data for as long as they remain users of our services. Users may request that all personal data held is deleted at any time by contacting us by email at [hello@pausha.co.uk](mailto:hello@pausha.co.uk).

**Disclosure of Data**

The Library Oxton will only disclose personal data to third parties in the following exceptional circumstances. Where it is:

1. required by law, or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings;
2. necessary to protect the safety of our employees, our property or the public;
3. necessary for the prevention or detection of crime, including exchanging information with other companies or organisations for the purposes of fraud protection and credit risk reduction; or
4. necessary to enable our service providers to deliver our services

**Rights under GDPR**

There are a number of rights in relation to personal data to which users are entitled as specified by GDPR. The Library Oxton will steadfastly uphold these rights:

* the right to be informed about the collection and use of your personal data;
* the right to access the personal data held about you;
* the right to correct any inaccurate or incomplete personal data held about you;
* the right to erasure of your personal data;
* the right to have your personal data transferred to you or a third party;
* the right to object to direct marketing;
* the right to object to use of your data for particular purposes; and
* the right to restrict the processing of your personal data.

**Removal of Information**

Users may request removal of, or access to, their personal information or opt out of marketing communications from us at any time by emailing us at hello@pausha.co.uk

We will, however, retain anonymised user details in order to maintain business operation records and for business analysis purposes.

**Questions / Complaints**

If you have any questions or concerns about the use of personal data at The Library, please contact us directly by email at [hello@pausha.co.uk](mailto:hello@pausha.co.uk)

If users wish to make a complaint about our collection or use of their personal data, they should also contact us at hello@pausha.co.uk and we will seek to resolve the complaint.

If we are unable to help, users also have the right to lodge a complaint with the UK’s supervisory authority, the Information Commissioner’s Office (ICO). Please visit the ICO website http://ico.org.uk for further information about rights and how to lodge a complaint.