

**Privacy Notice**  
**Aycliffe Business Park Community Ltd**

**1. Who we are and what we do**

**Who we are**

Aycliffe Business Park Community Ltd  
c/o Mitchell Gordon, 43 Coniscliffe Road, Darlington, County Durham, DL3 7EH

**What we do**

The Aycliffe Business Park Community's mission is to promote Aycliffe Business Park as a community and position the organisation as a resource for all its businesses. It aims to:

- Develop, sustain and support a vibrant and diverse business park community
- Contribute to an environment where businesses can grow and develop
- Support businesses with opportunities to promote and gain information related to their business

You can find further details about Aycliffe Business Park Community on our website <http://aycliffebusinesspark.co.uk/>

For the purposes of Data Protection, Aycliffe Business Park Community Ltd is the Data Controller for your information.

**2. What type of personal information do we collect and how do we collect it?**

We collect the following personal information about you:

- Name
- Contact details relating to your company or organisation
- Job title
- Organisation and Address
- Bank details (if paying to attend an event or for sponsorship)

**How we collect Personal Information**

We collect the above personal information from you in the following ways:

- Online enquiry form
- Email
- Business cards
- Online event registration

**3. What is our power to obtain and use the personal data?**

When we collect and use your personal information we rely on the following:

**Legitimate Interests** – the processing is necessary for the purpose of legitimate interests

**4. What is your personal information used for?**

We collect and process information about you for the following purposes:

- To continue to engage with you and your organisation regarding the activities of Aycliffe Business Park Community to benefit the sustainability, growth and development of the business park community
- To keep you informed on matters important to the Business Park and to seek your views
- To statistically monitor attendance at events

#### **5. Will your personal information be shared?**

We share Aycliffe Business Park Group members' information with Thrive Marketing Ltd who manage the communications and marketing on behalf of the group, and with Business Durham for the purposes of event management and statistical reporting of attendance at events.

#### **6. How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

#### **7. How long will we keep your personal information?**

We will continue to send you our email newsletter until you unsubscribe or your email address becomes unreachable.

Where you have attended an event we will keep your information for 12 months after the date of the event for statistical monitoring purposes.

#### **8. Is your personal information processed outside the European Economic Community (EEC)?**

We do process some information outside of the EEC. Any event registrations are processed using Eventbrite. Mailshots and mass communications are processed by Mail Chimp.

#### **9. Marketing**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

#### **10. What are your Information Rights?**

Subject to certain conditions, you have the following rights in relation to the personal data that we hold about you:

- to see what personal data we have about you;
- to ask us to stop using your personal data;
- to ask us to delete or correct your personal data;
- to transfer your personal data to another data controller
- to make a complaint to the [Information Commissioner's Office](#) (ICO) if you think we are not handling your personal data fairly or in accordance with the law.

If you wish to exercise your information rights, please contact:

The Chair of Aycliffe Business Park Community Ltd  
c/o Mitchell Gordon, 43 Coniscliffe Road, Darlington, County Durham, DL3 7EH

Or by email: [hello@aycliffebusinesspark.co.uk](mailto:hello@aycliffebusinesspark.co.uk)