



# Mr Bee's - Family Centre

## Head Office

St Augustine's Centre  
Columbia Way, King's Lynn PE30 2LB  
Email: [receptionist@mrbeefscentre.co.uk](mailto:receptionist@mrbeefscentre.co.uk)  
Tel: 01553-692797 Fax: 01553 816909

---

*Chairman; Dr. Dennis Barter FRCPCH, MRCP, DCH*

## Tenancy Privacy Notice

(How we use tenant information)

### The type of personal information we collect

We currently collect and process the following information:

- Contact name.
- Contact address.
- Contact phone number.
- Contact email address.
- Contact public liability insurance details.
- Safeguarding policy/statement.
- Risk assessments for event.

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Room bookings at Mr Bee's Family Centre, St Augustine's Centre, King's Lynn.

We use the information that you have given us in order to confirm a booking, for billing/payment and for promoting the event within the building.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **Your consent.**

**You are able to remove your consent at any time. You can do this by contacting [lisastewart@mrbeefscentre.co.uk](mailto:lisastewart@mrbeefscentre.co.uk)**

## **How we store your personal information**

Your information is securely stored.

We keep your name, address, email address, phone number, public liability insurance details and safeguarding policy/statement and risk assessments for the event/room hire for 2 years (Mr Bee's Financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March). If your booking is ongoing, we will keep your details for up to 2 years after you no longer use the room.

We will then dispose your information by deleting this from our electronic systems.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [receptionist@mrbeefscentre.co.uk](mailto:receptionist@mrbeefscentre.co.uk) or write to Mr Bee's Family Centre, St Augustine's Centre, Columbia Way, King's Lynn, PE30 2LB if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [receptionist@mrbeefscentre.co.uk](mailto:receptionist@mrbeefscentre.co.uk) or write to Mr Bee's Family Centre, St Augustine's Centre, Columbia Way, King's Lynn, PE30 2LB You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

**Re: Tenant Privacy Notice**

This policy was reviewed at a meeting of Mr. Bee’s Family Centre

Held on 30<sup>th</sup> January 2024

Date to be reviewed November 2025

Signed on behalf of the Board of Trustees:	
Name of role of signatory:	Jeanette Nowrung, Chairperson
Signed by Finance Officer:	