

Fair Processing Notice for Website Users

At &Meetings Limited, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you use our website.

Our contact details

Our office is at Central Point, 45 Beech Street, London, EC2y 8AD

0800 917 4444

info@beoffices.com

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at DPO@beoffices.com

What personal data do we collect about you; how do we use that personal data; what is our legal basis; how long do we keep your data?

When you use our website, we will collect the following personal data about you:

- name, email, phone and your enquiry via our 'Contact Us Form'.
- IP Address/ MAC address when you use the website
- your name, email, browsing history on our site and your location for the live chat
- card details for a meeting room booking

We need your name and contact details in order to answer your enquiry and we process this data with your consent. We need your IP address and MAC address for security reasons. We will hold your personal data that we collected to answer your enquiry for six weeks after answering you in case you have additional queries.

For the live chats, we need your name and email in order to communicate with you and to answer your enquiry. This processing is with your consent. We will delete all live chat details after 6 months.

We need to keep a log of those who have contacted us and we do this by using your location. We use your browsing history on our site in order to assist with your enquiry. We collect this personal data as it is a legitimate interest of ours to log our live chat to see how it is performing and to see where you have been browsing on our website. We will delete this data after 26 months.

We need your card details in order for you to pay for your meeting room. These will be destroyed after your payment has been processed.

We will send you marketing information and newsletters when you consent for us to do so. You have the right to unsubscribe to marketing at any time. If you do choose to unsubscribe, we will

keep your name and email address on a suppression list so that we don't email you again by accident.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers
- cloud service providers
- website host
- Outlook/Microsoft

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please email DPO@beoffices.com as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.