



Data Protection Statement – Business Contacts

Revision 1.01 15/02/2024

Overview

This document covers the processing of Personal Data relating specifically to Business Contacts including suppliers, facilitators, tutors, customers and business partners (collectively, “**Business Contacts**”) that provide goods or services to The Greenane Centre relating to the carrying out of its functions.

Please see the “[Overview and General Information](#)” document for information on:

- Contact Details
- Lawfulness of Processing
- Security
- Disclosure of Personal Data
- Your Rights
- Use of Third Party Websites
- Cookies
- Amendments
- Questions or Complaints

Sources of Business Contact Data

We will only ever source Personal Data relating to Business Contacts in a way that would be generally expected. We receive Personal Data about Business Contacts from a variety of sources, as follows:

- provided by the Business Contact as part of the relationship;
- collected from public sources;
- collected indirectly from another person within the company of the Business Contact;
- collected through our website;
- collected indirectly from a website or from a third party.



Categories of Business Contact Personal Data

The table below sets out the general categories of Personal Data that we collect in relation to Business Contacts: .

Personal Data Category	Description
<i>Contact Data</i>	may include a person's name, date of birth, driver's licence and passport information
<i>Identification Data</i>	- may include your name, qualifications, memberships
<i>Communications Data</i>	- may include Personal Data included in communications with us over email, phone or letter
<i>Financial Data</i>	- may include your payment details.

Our Processing Activities

The table below sets out the purpose for which we collect your Personal Data, our lawful basis for doing so, and the Personal Data that we collect.

In limited circumstance we may need to use your Personal Data for purposes other than those stated when we collected the Personal Data. Should this happen we will notify you of this new purpose.

Purpose/Activity	Type of Personal Data	Lawful Basis for processing
<i>Managing Payments</i>		
to process payments	Contact Data	Contract
legal and contractual obligations	Identity Data	Legal Obligation
to manage/respond to issues	Financial Data	Legitimate Interest

Retention of Business Contact Personal Data

In some circumstances it is not possible for us to specify in advance the period for which we will retain your Personal Data. In such cases we will determine the appropriate retention period based on balancing your rights against our legitimate interests. We may also retain certain Personal Data beyond the periods specified herein in some circumstances such as where required for the purposes of legal claims.

Our retention policy is as follows:

Purpose of Processing	Retention Period
<i>Managing payments</i>	Duration of contract plus 7 years