



Privacy Notice

Armenian House Limited (“we”, “us” or “our”), or Armenian House, is an incorporated charity whose objective is to provide a community centre for the Armenian Community in the United Kingdom. The address currently used for this purpose is 25 Cheniston Gardens, London W8 6TG, herein referred to as Hye Doon.

This Privacy Notice explains what personal data we, as data controllers, collect and how we process it.

1. What personal information do we collect?

We collect and process the following information about individuals and organisations who wish to book Hye Doon for community-based activities or private events:

- name;
- postal address;
- telephone number;
- email address.

2. How do we collect the personal information?

We collect the information directly from the individuals and organisations who wish to use Hye Doon and we rely on them to inform us of any changes so as to keep the information accurate and up-to-date.

3. Why do we collect the personal information?

We need the information in order to process bookings for the use of Hye Doon. We may also use the information to inform regular users about any updates to the regulations, policies and procedures relating to Hye Doon. From time to time, we may use the information to inform individuals and organisations about past and prospective events held at Hye Doon.

We will only process personal information where we have a legal basis for doing so, in the pursuance of the objects of the Trust.

4. Where do we store the personal information?

Armenian House Limited is based in the UK and all personal information is stored securely by us in the UK.

5. For how long do we store the personal information?

We will only store the personal information for as long as necessary to fulfil the purposes for which it has been collected, including for satisfying any legal, accounting or reporting requirements.

We collect the information directly from the users of Hye Doon during the booking process. When their consent is subsequently withdrawn, we will delete their personal information from our records once any legal, accounting or reporting requirements have been satisfied.

6. To whom is the personal information disclosed?

We will share the personal information with third parties where it is necessary to fulfil the purposes for which it has been collected or where we have another legitimate interest in doing so. This includes:

- any third parties from whom we may need to seek legal advice or in connection with litigation; and
- any other third parties involved in satisfying our legal, accounting and reporting requirements, including responding to requests from law enforcement agencies.

7. Data protection rights

Users of Hye Doon have the right to request a copy of their personal information held in our records. If a user of Hye Doon believes that we have processed their personal information in a manner which breaches their rights, they have the right to inform the Information Commissioner's Office (ICO) (<https://ico.org.uk/>).

8. Contact details

Any questions about this Privacy Notice or how we handle personal information should be directed to Maral Ovanessoff at info@armenianhouse.co.uk

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