

OXFORD BROOKES RESTAURANT PRIVACY NOTICE

Oxford Brookes Restaurant will be the Data Controller of any personal data that you supply. This means that they will make the decisions on how your data is used and for what reasons.

Why do we need your data?

- To take online or telephone bookings from you when you book a table at our restaurant or arrange for an event to be held with us
- To take card payments from you to pay for your meal or event
- To deliver marketing and events to you (when you have said you want to receive them)
- To email to you our latest newsletters (when you have said that you want to receive them)

OBU's legal basis for collecting this data is:

- You are entering into, or negotiating entry into, a contract with the restaurant when you book a meal
- You are in a contract with the Restaurant when you pay for a meal or event
- You may consent to us providing you with marketing information about our restaurant and services

What types of personal data may Oxford Brookes Restaurant use?

- Name
- Telephone Number
- Email Address
- Address
- Payment card information

Who will the Oxford Brookes Restaurant share your data with?

- **Credit card companies that process your payment details**
- **Some of the administrative functions associated with the Restaurant may be carried out by OBU (such as finance and marketing) which may result in data being shared with the University.**

Will Oxford Brookes Restaurant transfer my data outside of the EEA?

Oxford Brookes Restaurant will not transfer data outside of the EEA

What rights do I have regarding my personal data that OBU holds?

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to OBU using your data
- You have rights in relation to using your data automated decision making and profiling.
- You can choose whether to receive our newsletters and marketing material

- You can decide to stop receiving our newsletters and marketing material at any time

Where did the restaurant source my data from?

From you.

Are there any consequences of not providing the requested data?

The booking information is needed to reserve a table or arrange an event.

Will there be any automated decision making using my data?

No.

How long will the Restaurant and/or OBU keep your data?

We will keep you on our records for 2 years unless instructed otherwise. OBU keeps information in for the periods specified in the OBU retention policies which can be found at <https://www.brookes.ac.uk/it/information-management/records-management/> . Oxford Brookes University will only retain your personal data for as long as necessary to fulfil the purpose of its collection, after this time it will be securely deleted.

Who can I contact if I have concerns?

You can contact the Information Management team.

Postal Address: GDPR Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gypsy Lane, Oxford, OX3 0BP

Email: info.sec@brookes.ac.uk

Tel: 01865 485420