

D-Lab Studios CIC Privacy Policy

D-Lab Studios CIC provides desk rental, meeting room hire, and maker space membership in the UK. Sometimes, as part of our operations we need to store data on individuals, and organisations that are using our services so that we can contact them regarding bookings and orders. We also need to store and analyse data about how people use our facilities and services.

We do not profit financially from the data that we store and we never share data with other businesses for marketing purposes.

In this privacy policy we outline how we collect and store data and how we ensure it is protected at all times.

Data we collect

Cookies

D-Lab Studios CIC do not store persistent or session cookies. This is because we use third party vendors to handle our orders and we do not require users to login to access information about our business. These third party vendors may store cookies on your device. Please refer to their individual privacy policies for further details.

Personal Data

D-Lab Studios CIC stores telephone numbers, email addresses and booking information about our customers. This is so we can organise bookings and manage our membership programme. This data is only available to the data protection officers at D-Lab and we take every step to limit the amount of data we hold on customers.

Third parties

Accuity Scheduling

We use a third party vendor to process orders for our products, manage our appointments, and memberships. For more details please see accuity scheduling's privacy policy.

<https://help.acuityscheduling.com/hc/en-us/articles/219149587-Security-Privacy-Compliance>

Stripe

D-Lab Studios CIC use Stripe to manage our payments. For more details about Stripes privacy policy please see: <https://stripe.com/gb/privacy>

Mailchimp

If you opt in and subscribe to our newsletter your name and email address are stored on mailchimp. You can unsubscribe at any time by selecting the option in any of our mailouts or by contacting us.

Access to your data

Under GDPR legislation you have the right to access and amend any personal data that we hold. To view, amend, or delete personal information please email info@d-lab.co.uk

Changes to this policy

D-Lab Studios CIC reserves the right to change this privacy notice at any time. If we make changes to the privacy notice you will be contacted before the changes take effect. This privacy notice will be reviewed in 12 months time in August 2020 or by request.

Data controllers at D-Lab

David Kirkland
david.kirkland@d-lab.co.uk

Linda Kirkland
linda.kirkland@d-lab.co.uk

Ed Fish
ed.fish@d-lab.co.uk