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## PRIVACY NOTICE

YMCA Brunel Group is committed to the security of your personal data. To take bookings in the Hostel or our conference rooms of our Hostel we need to collect and process data to fulfil our service to you. This privacy notice explains the data we need to collect and how we will use it.

### Who are we?

YMCA Brunel Group is a charity serving local communities to improve outcomes and enable people to reach their full potential in mind, body and spirit. YMCA Brunel Group affiliates to YMCA England and is part of the worldwide movement of YMCAs.

Our contact details are:

International House  
Broad Street Place  
Bath  
BA1 5LH  
01225 325900  
[www.ymca-bg.org.uk](http://www.ymca-bg.org.uk)

### What data do we ask you for?

In order to complete our service to you we need to collect some personal data about you to make a booking for accommodation. This will include some general data including name, address, phone number, email address, nationality, bank details (where card or direct debit payments are to be taken) and any other general information necessary to provide the service to you.

### What purpose do we use the data for?

We need to collect your data so that a booking can be created for your stay in the Hostel and also for the use of the conference room(s). It also ensures that we can record your payments and enables us to fulfil any other requirements to provide the service.

We collect data on our booking system and our conference room booking diary and through the completion of the booking form.

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

**TriA-Aktiv (UK) Limited (Trading as Bath YMCA Trading)** is part of the **YMCA Brunel Group** is a charity (1074660 England & Wales) and a company limited by guarantee (3719773 England & Wales).  
Registered Office: International House, Broad Street Place, Bath, BA1 5LH. **T** 01225 325900 **E** [admin@ymca-bg.org](mailto:admin@ymca-bg.org)

This data is collected under the lawful purpose set out in General Data Protection Regulation of:

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

On occasion we may also use your data to contact you to ask you for feedback or to let you know of special offers, events or other items that might be of interest to you.

We would like to be able to offer you the best service we can so in addition to the basic performance of booking accommodation please would you also give your consent for us to use your data to contact you about additional options.

This purpose is set out in General Data Protection Regulation:

6(1)(a) – Consent of the data subject.

In addition to the general data that we ask you for there will also sometimes be some special category data that we need to request from you, for example (but not limited to) medical information such as food allergies if meals have also been booked in our restaurant. This is essential to ensure your wellbeing.

The lawful basis for this under GDPR is covered by:

9(2)(c) – processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

### **Will we share your data?**

At YMCA Brunel Group we do not sell on any personal data that we hold and we treat all your data as strictly confidential. We will only share your personal data if we have your consent, with the exception of a medical emergency where it may be necessary to protect your vital interests (as detailed in article 9(2)(c)) or where there is a legal or statutory duty to do so.

### **How long will you keep my data?**

We will keep all forms, documents and electronic bookings for twelve months after the departure date for your booking. Financial records will be kept for seven years after the departure date.

All paper documents are kept in locked filing cabinets with access restricted only to members of staff who require access to fulfil their role in the Hostel. All access to the booking diary is password protected and user accounts are only created for staff who require access to fulfil their role in the Hostel.



## Your rights and your personal data:

Under GDPR you have the following rights (unless subject to an exemption):

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

If you would like to withdraw your consent to the processing of data that may only be processed with your consent please put this in writing to the Manager of the Hostel. Please specify the area of consent that you wish to withdraw and any other relevant information.

If you would like to use your right to erasure before you use the accommodation or conference rooms in our Hostel this will result in cancellation of the booking.

If you would like to make a complaint to our organisation please contact us at our address below.

International House  
Broad Street Place  
Bath  
BA1 5LH  
Tel: 01225 325900

If you would like to make a complaint to the supervising authority regarding your data please contact the Information Commissioner's Office.

## Your Consent:

- I have read and understood this privacy notice
- I give my consent for YMCA Bath Group to contact me to ask for feedback or to give details of special offers, events or other services

Name: .....

Signature: ..... Date: .....

