Website Privacy Policy

What is this policy for?

We understand that your privacy matters and that you want to know how your personal data is used and shared online.
We respect the privacy of everyone who visits our websites.
This policy explains what information we collect, how we use it and how we protect it.
This policy covers the following websites (together referred to as “our sites”):

- https://suburbaninns.co.uk
- https://www.thevillagemoseley.co.uk
- https://www.durhamoxshrewley.co.uk
- https://www.thetownhousesutton.co.uk
- https://saintpaulshouse.com

We only collect and use personal data as described in this policy and in line with our legal obligations and your rights.
Please read it carefully.
By using our sites, you acknowledge this policy.
If you do not agree with it, you should stop using our sites.

Who is this policy for?

This policy applies to anyone who visits our websites.

Definitions and interpretations

In this policy, the following terms mean:

- Account: An account needed to access or use certain areas or features of our sites.
- Cookie: A small text file stored on your computer or device when you visit certain parts of our sites or use specific features.
- Cookie Law: The relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003.
- Personal data: Information that relates to an identifiable person, either directly or indirectly. This includes personal data you provide through our sites and, where applicable, follows the definition in the General Data Protection Regulation (“GDPR”).
- We, us and our: Suburban Inns, a limited company registered in England under company number 12528673. Our registered address is Ventura House, Ventura Park Road, Tamworth, Staffordshire, B78 3HL.

Our Data Protection Officer is Adrian Harvey, who can be contacted at adrian@suburbaninns.co.uk.
This Privacy Policy applies only to your use of our sites. Our sites may contain links to other websites. We do not control how those websites collect, store or use your data, so we recommend checking their privacy policies before sharing any information with them.

Your rights

As a data subject, you have the following rights under the GDPR, which this Policy and our use of personal data have been designed to uphold:

- The right to be informed about our collection and use of personal data.
- The right of access to the personal data we hold about you.
- The right to rectification if any personal data we hold about you is inaccurate or incomplete.
- The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you (we only hold your personal data for a limited time, but if you would like us to delete it sooner, please contact us using the details in this policy).
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation).
- The right to object to us using your personal data for particular purposes; and
- Rights with respect to automated decision making and profiling.

What do we collect?

Depending upon your use of our sites, we may collect some or all of the following personal and non-personal data:

- Name.
- Address.
- Job title.
- Professional history.
- Contact information such as email addresses and telephone numbers.
- Demographic information such as post code and interests.
- Salary expectations.

How do we use your data?

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected.
We will comply with our obligations and safeguard your rights under the GDPR at all times.
Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests.
We may use your data for the following purposes:

- Helping you to secure permanent employment.
- Helping you to secure temporary work.
- Advising you on CV preparation.
- Supplying our services to you (please note that we require your personal data in order to enter into a contract with you).
- Replying to emails from you.

- Analysing your use of our sites to enable us to continually improve our sites and your user experience.

With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email and telephone and text message and post with information, news, and possible job roles.
We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.
Third parties (including Toggle, DesignMyNight, TicketTailor) whose content appears on our sites may use third party cookies, as detailed below.
Please note that we do not control the activities of such third parties, nor the data they collect and use and advise you to check the privacy policies of any such third parties.
You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.
We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

How and where do we store your data?

We only keep your personal data for as long as we need to in order to use it as described above, and/or for as long as we have your permission to keep it.
Your data will only be stored in the UK.
Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data collected through our sites.
Steps we take to secure and protect your data include: We are committed to ensuring your information is secure.
We have put in place across our business suitable physical, electronic and managerial procedures to help safeguard and secure the information we collect online.
If you'd like to know more about these please email us at social@suburbaninns.co.uk

Do we share your data?

We may share your data with other companies for the processing of payroll if you are working with us as a Temporary Worker.
We may share your data with clients of ours who are interested in hiring staff.
Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law. We may compile statistics about the use of our sites including data on traffic, usage patterns, user numbers and other information.
All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you.
In certain circumstances, we may be legally required to share certain data held by us, which may Include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or a governmental authority.

What happens if our business changes hands?

We may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of our business.
Any personal data that you have provided will, where it is relevant to any part of our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by.
In the event that any of your data is to be transferred in such a manner, you will be contacted in advance and informed of the changes.

How can I control my data?

When you submit personal data via our sites, you may be given options to restrict our use of your data.
In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you can do using the unsubscribe links in our emails or the options provided when you give us your details).
You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS").
These may help to prevent you receiving unsolicited marketing.
Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

Your right to withhold information

You may access our sites without providing any data at all and you may restrict our use of cookies.

How can I access my data?

You have the right to ask for a copy of any of your personal data held by us (where such data is held).
Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge.
Please contact us for more details at adrian@suburbaninns.co.uk , or using the contact details below. ## our use of cookies our sites may place and access certain first party cookies on your computer or device.
First party cookies are those placed directly by us and are used only by us.
We use cookies to facilitate and improve your experience of our sites and to provide and improve our services.
We have carefully chosen these cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all.
By using our sites you may also receive certain third party cookies on your computer or device.
Third party cookies are those placed by websites, services, and/or parties other than us.

Third party cookies are used on our sites for social advertising, newsletters and Google Ads.
These cookies are not integral to the functioning of our sites and your use and experience of our sites will not be impaired by refusing consent to them.
All cookies used by and on our sites are used in accordance with current Cookie Law.
Before cookies are placed on your computer or device, you will be shown a prompt requesting your consent to set those cookies.
By giving your consent to the placing of cookies you are enabling us to provide the best possible experience and service to you.
You may, if you wish, deny consent to the placing of cookies; however certain features of our sites may not function fully or as intended.
You will be given the opportunity to allow only first party cookies and block third party cookies.
Certain features of our sites depend on cookies to function.
Cookie Law deems these cookies to be “strictly necessary”.
These cookies are shown below.
Your consent will not be sought to place these cookies, but it is still important that you are aware of them.
You may still block these cookies by changing your internet browser’s settings as detailed below, but please be aware that our sites may not work properly if you do so.
We have taken great care to ensure that your privacy is not at risk by allowing them.
Please contact us for a list of first party and third party cookies that may be placed on your computer or device.
Our sites use analytics services provided by Google Analytics.
Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling us to better understand how our sites is used.
This, in turn, enables us to improve our sites and the services offered through it.
You do not have to allow us to use these cookies, however whilst our use of them does not pose any risk to your privacy or your safe use of our sites, it does enable us to continually improve our sites, making it a better and more useful experience for you.
The analytics service(s) used by our sites use(s) cookies to gather the required information.
In addition to the controls that we provide, you can choose to enable or disable cookies in your internet browser.
Most internet browsers also enable you to choose whether you wish to disable all cookies or only third party cookies.
By default, most internet browsers accept cookies but this can be changed.
For further details, please consult the help menu in your internet browser or the documentation that came with your device.
You can choose to delete cookies on your computer or device at any time, however you may lose any information that enables you to access our sites more quickly and efficiently including, but not limited to, login and personalisation settings.
It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

Contacting us

Our Data Protection Officer is Adrian Harvey. You can contact him at adrian@suburbaninns.co.uk..

Changes to our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our sites and you will be deemed to have accepted this Privacy Policy on your first use of our sites following the alterations. We recommend that you check this page regularly to keep up-to-date.