

This notice sets out how Heathrow Hoteliers Association (“HHA”) uses your Personal Data in accordance with the General Data Protection Regulations (“GDPR”) 2018

### 1) Compliance Statement

Heathrow Hoteliers Association is a small association for Hotel Managers of Hotels at Heathrow Airport which provides professional networking meetings. The Personal Data processed by HHA is limited, however HHA is committed the highest standards of professionalism in all areas of the business which includes our commitment to embrace and uphold the principals of GDPR.

### 2) Data Controller

The Data Controller for Heathrow Hoteliers Association

Richard Lee  
C/O Hilton Garden Inn London Heathrow Airport  
Eastern Perimeter Road  
Hatton Cross  
Hounslow  
TW6 2SQ  
[Richard.lee@hgiheathrow.com](mailto:Richard.lee@hgiheathrow.com)

HHA has decided not to appoint a Data Protection Officer or EU Representative

### 3) Types of Data

RFS processes various types of data to provide services to its clients. The types of data we process are

Type of Data	Details processed by RFS	Source of Data
Member Hotel Contact Details	Phone Numbers, Email Address, Home Addresses, Date of Birth	Provided by Members
Enquiry Contact Details	Phone Numbers & Email Address	Contact form on website
Guest Speaker Contact Details	Phone Numbers, Email Address, Home Addresses, Date of Birth	Provided by guest speakers and partners

### 4) Lawful Basis for Processing

HHA has a **Legitimate Interest** to process this data as part of the membership, members also provide **consent** by signing the HHA Constitution

### 5) How we Process your Personal Data

HHA does not share your Personal Data outside of the UK or with any Third Countries

HHA does not share your Personal Data with any other Processors however members and the committee may use their professional work emails & communication tools to process HHA business

HHA does not perform any Automatic Processing

## 6) Data Retention

HHA will only hold your Personal Data for as long as necessary, i.e. as long as the Legitimate Interest is applicable

Where a member leaves HHA their Personal Data will be removed and securely deleted after a period of 6 months

## 7) Data Subject Rights

Clients of RFS have the following rights regarding their Personal Data:

- **Right to be Informed** – HHA will tell their clients how we process your Personal Data, how it is been used, how it is been stored, how long we keep it, and if we share it with any third parties for processing
- **Right of Access** – Individuals have the right to access the information which HHA hold about them
- **Right of Rectification** – Individuals have the right to edit or correct any Personal Data which HHA holds about them to ensure it is accurate
- **Right to be Forgotten** – Individuals have the right to request HHA to remove and destroy all personal data which HHA holds about them
- **Right to Restrict Processing** – Individuals can request that HHA refrain from processing their data in certain ways
- **Right to Object** – Individuals have the right to challenge certain types of processing which may be performed by HHA
- **Rights related to Automatic Processing** – Individuals are free to request a review of any Automatic Processing activities

Where an individual wishes to exercise their rights HHA will respond in writing within 28 days of the request