Privacy Notice

When you book summer accommodation or a venue through the University of the Arts London (UAL), the Summer Stays team in Accommodation services use the personal information you provide on your application to manage your enquiry or booking, allocate you a room or space and to support the service we provide during your stay under GDPR Art. 6(1)(b) necessary for the performance of a contract i.e. the booking terms and conditions.

We store this information on secure UAL systems or those of our processors, who include, among others:

- Fresh Property Group Limited – who manages the Sketch House premises
- Baxter Storey – our catering partner
- Kinetics – who host our reservation management system
- Microsoft – who host our email and other IT services

We record your entry and exit and may capture your image on CCTV under Art. 6(1)(f) our ‘Legitimate Interests’ to secure the premises and prevent or detect crime.

Once you have booked with us, we may also contact you under our ‘legitimate Interests’ to inform you of future offers and booking availability. You can unsubscribe from these emails at any time.

Your personal data may be used for other purposes only as permitted by an appropriate GDPR legal basis or exemption. Wherever possible and as required, this will be described to you in a specific privacy notice at the point of collection or use. In certain circumstances – such as in an emergency, if necessary for safeguarding activity for under 18s or vulnerable adults, or if necessary to report or investigate a crime - it may not be possible to provide you with a notice.

CCTV data will be kept for 30 days unless needed by law enforcement. Your other information will be retained by UAL for six years after you enquire or book with us.

Please do not provide GDPR ‘special category’ data such as your health, disability, religion etc in the additional comments in the ‘Booking Notes’ section of the booking form. For reasonable adjustments, please contact our Summer Stays team at Summer.Stays@arts.ac.uk or on +44 (0)202 7514 8465.

To find out more about UAL and your privacy rights please visit: http://www.arts.ac.uk/privacy-information.