



Work from Hove - Privacy Notice

Version 1.0 · 17 June 2026

This notice explains how Focus Group collects and uses your personal data when you book and use the Work from Hove workspace at The County Ground, Eaton Road, Hove, BN3 3AN. It sits alongside our main privacy policy, which contains the fuller detail on your rights and how to contact us.

Who we are

Work from Hove is operated by Focus 4 U Limited, trading as Focus Group (“we”, “us”, “our”). We are the data controller for the personal data described in this notice.

Registered office: Focus House, Ham Road, Shoreham-by-Sea, BN43 6PA. Company registration number 04771242. Registered with the Information Commissioner’s Office (ICO).

What we collect and why

We collect different information depending on how you use the space. The table below sets out what we collect, why, and the lawful basis under UK GDPR.

When	What we collect	Why - and lawful basis
Booking a workspace	Your name, email address and (if provided) company name, submitted through our Microsoft Bookings page.	To manage and confirm your booking, contact you about it, and administer use of the space. <i>Lawful basis: legitimate interests (operating the Work from Hove service).</i>
Using the Wi-Fi	Wi-Fi is provided by the venue. Any technical connection data (such as device identifiers and timestamps) is collected and held by the venue, not by Focus Group.	Handled by the venue under its own privacy terms. Focus Group does not collect this data.
On arrival	Your name may be noted by the venue’s reception team to confirm your visit.	To manage building access and safety on site. <i>Lawful basis: legitimate interests (site management and safety).</i>

We do not collect any payment or card details through the booking process. If you choose to make a donation, you are directed to a separate, secure donation page - see “Donations” below.

How your data is processed and stored

Booking data is collected and held within Microsoft 365 (Microsoft Bookings), our business productivity platform. Microsoft acts as our data processor and processes the data on our instructions under appropriate contractual safeguards. Data is held within the UK or European Economic Area where possible; where any transfer outside the UK occurs, it is protected by safeguards recognised under UK GDPR.

Access to booking and Wi-Fi data is limited to authorised Focus Group staff who need it to run the service and keep the network secure.

How long we keep it

- **Booking details:** retained for up to 12 months after your visit, then deleted, unless we need to keep them longer to deal with a query or complaint.

Wi-Fi connection data is retained by the venue under its own policies, not by Focus Group. We keep your data under review and will not hold it for longer than we need to.

Wi-Fi use

The Work from Hove Wi-Fi is a guest network provided by the venue, not by Focus Group, and is separate from our systems. Any connection data is collected and handled by the venue under its own privacy terms. The network is for lawful, professional use and you are responsible for the security of your own device and traffic while connected.

Donations

Using the space is free. If you choose to make a voluntary donation, you will be directed to a secure donation page hosted by our payment provider, SumUp. Any personal or payment details you enter there are handled by SumUp and the receiving foundations under their own privacy terms, not by this booking process. Please review SumUp's privacy information before you pay.

Who we share your data with

We do not sell your personal data. We share it only with:

- Microsoft, as our IT and bookings platform provider (processor);
- Sussex Cricket, as the venue, only where needed to manage your visit and site access;
- our payment provider and the relevant foundations, only if you choose to donate; and
- others where we are required to by law.

Your rights

Under UK GDPR you have rights over your personal data, including the right to access it, correct it, ask us to delete it, restrict or object to its use, and request portability. Where we rely on legitimate interests, you can object to that processing at any time.

To exercise any of these rights, or to ask a question about this notice, contact our Data Protection Officer at dpo@focusgroup.co.uk. You also have the right to complain to the ICO at ico.org.uk, though we'd ask you to raise it with us first so we can help.

More information

This notice covers the Work from Hove service specifically. For full detail on how Focus Group handles personal data, including your rights and our contact details, please see our main [Focus Group Privacy Policy](#).

We may update this notice from time to time. This version was published on 17 June 2026.