

## Englefield Village Hall Privacy Policy

### GDPR

The General Data Protection Regulation (GDPR) in the UK gives individuals rights and protection regarding how their personal data is used by all organisations including charities such as Englefield Village Hall.

Requirements under the “GDPR” require us to provide individuals with extensive information about how their personal data is collected, stored and used. Englefield Village Hall is committed to ensuring that your privacy is protected. When we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this Privacy Notice. As we may need to change this notice from time to time you should check this page when you use the website to ensure that you are happy with any changes.

#### 1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

#### 2. Who are we?

This Privacy Notice is provided to you by Englefield Village Hall who are the data controller for your data. This means we are responsible to you for how we process your data. A description of what data is processed and for what purpose is set out in this Privacy Notice.

#### 3. What data does the data controller process?

We will process some or all of the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant, or where you provide them to us, we may process demographic information such as gender and age;
- Where you pay for activities such as use of the Englefield Village Hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

#### 4. How do we process your personal data?

Englefield Village Hall comply with their obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To fundraise and promote the interests of the charity;
- To deliver the mission to our community, and to carry out any other voluntary or charitable activities as provided for in the constitution and statutory framework;
- To administer the Englefield Village Hall membership records;

- To maintain our own accounts and records;
- To process a donation that you have made
- To manage our employees and volunteers;
- To manage our contracts with hirers;
- To seek your views or comments;
- To notify you of news, events, activities and services;
- To operate the Englefield Village Hall website;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

### **5. What is the legal basis for processing your personal data?**

Some of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. We will also process data for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of Englefield Village Hall.

We may also ask for the explicit consent of the data subject so that we can keep you informed about news, events and activities.

### **6. Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. To operate our Hall booking we will need to share your data with the following:

Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software.

### **7. How long do we keep your personal data**

It is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. We endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

### **8. Your rights and your personal data**

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1. The right to access information we hold on you**

At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

#### **2. The right to correct and update the information we hold on you.**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### 3. The right to have your information erased

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

### 4. The right to object to processing of your data

You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

### 5. The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

You can withdraw your consent by telephone, email, or post, details below.

### 7. The right to object to the processing of personal data where applicable.

### 8. The right to lodge a complaint with the Information Commissioner's Office.

### 9. Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Our website is also accessible from overseas so on occasion content may be accessed from overseas.

## 10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance email [englefieldvillagehall1@outlook.com](mailto:englefieldvillagehall1@outlook.com)

You can contact the Information Commissioners Office:

**Telephone:** 0303 123 1113

**Email:** <https://ico.org.uk/global/contact-us/email/>

**Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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