

## **Cheriton Village Hall Data Privacy Notice**

**Cheriton Village Hall** is committed to protecting your privacy whether you are visiting our website, providing your personal information directly to us or if we receive it in any other way. We know that sharing your information with us requires great trust. This Privacy Notice explains how we, as data controller, use personal information about you and how we protect your information.

**What is personal information?** Personal information may be anything that identifies and relates to you and includes information that together with other information may identify you. Personal information we collect might include your name, address, telephone number, email address, photograph, video etc.

Some personal information is 'special' and needs more protection because of its sensitivity. This is anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

### **What Information we hold, and what we do with it**

As a Village Hall , we deal with a range of individuals from, or about whom, we may obtain and use some personal information.

Main examples are:

- Hirers of the Village Hall
- Supporters of the Village Hall
- Trustees
- Suppliers of Goods and Services
- Consultants and Advisers
- Volunteers

We typically hold your name and contact details (address/phone numbers/emails) whenever you make a booking or you participate in a fundraising event. In addition where financial donations are involved we may also hold bank information and gift aid declarations where relevant .

### **Why do we need your personal information?**

- The main purposes for which we may need personal information are to ensure the smooth running of the Village Hall, to facilitate the hiring out of the Hall, to conduct fund raising for the Hall and to keep necessary financial and other records where required .

- We may also need personal information in order to communicate with local residents both to communicate about campaigns, appeals, new projects or initiatives, or consult and seek feedback from residents concerning the Hall. •

We retain your information until you request us to remove it in line with the lawful basis for which we hold and use your information.

### **Our Lawful Basis for Processing your Personal Data**

Our Primary Lawful basis for holding and processing your basic contact information is 'legitimate interest' : i.e. our requirement to hold basic contact details in order to contact you concerning the Village Hall and activities related to the Hall, and to inform you of relevant information relating to the Hall and associated activities.

It is also the case that over and above basic contact information we also hold certain additional personal information in order to comply with legal and regulatory requirements for both accounting and Gift Aid records , as well as sufficient personal Information for Trustees to comply with Charity Commission reporting requirements.

We do not require the processing of 'special' sensitive personal data about you to conduct our normal range of activities.

If we consider we do require to collect such 'special' data, we will only collect and use it where at least one of the following lawful bases is also applicable:

- processing is necessary where we need to carry out our legal obligations
- you have given explicit consent to the processing for specified purpose(s)
- processing is necessary for the establishment, exercise or defence of a legal claim.

### **Who do we share your personal information with?**

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes or for third parties to contact you with their own information.

### **How our website Operates?**

Our website is operated by a third-party Hugo Fox and they have provided a separate Website use Privacy Policy statement

### **What rights do you have to control your personal information?**

Unless subject to an exemption, the law gives you rights to control what personal information we use and how. When exercising any of the rights below, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity. :

Your rights are defined as:

- **Right to be informed** : To know how your information will be held and used (this notice).

- **The right of access:** To see and verify records of your personal information. This 'Subject User access Request' means that you have the right to ask for all information we hold about you as well as why we have it, who has access to it and where we obtained it from. We will endeavour to respond in one month and no fee for a first request will be charged although additional requests and requests that are manifestly unfounded or excessive may be subject to an administrative charge.
- **The right to rectification:** To ask us to make changes to your personal information if it is incorrect / incomplete/out of date
- **Right to erasure (or right 'to be forgotten')**: You can ask for your personal information to be deleted where it is no longer necessary, was unlawfully processed, you withdraw your consent or object to the processing, or you need to comply with a legal obligation. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation). Where your personal information has been shared, we will inform those using your information and request them to comply with your request for erasure.
- **Right to restrict use of your personal information:** Where there is a dispute in relation to the accuracy or processing of your personal information, or you need it regarding a legal claim, you have the right to request a restriction is placed on further processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data. Where your personal information has been shared, we will inform those using your information and request them to comply with your request for a restriction on processing.
- **Right to data portability** :Where you have personally provided your personal information, and the processing is based on your consent or is necessary to perform a contract, and in either case the processing is by automated means, you have the right to request that we provide you with your personal information and move, copy or transmit that information directly to another data controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- **Right to object** :Where processing is based on 'legitimate interest' or the performance of a task in the public interest/exercise of official authority, or processing for the purposes of scientific/historical research and statistics, you have the right to object to the processing of your personal information, and to request only part of it is used or it is only used for specified purposes
- **Right to complain:** You have the right to lodge a complaint with the Information Commissioner *if you feel your details are not correct, if they are not being used in line with your permission, or if they are being stored unnecessarily.* (To contact the Information Commissioner see Contact Details below).

### **How do we keep your information secure?**

When you give us personal information, we take steps, using organisational, technical and administrative measures, and a password - protected laptop, to ensure it is treated securely and we will only make records available to those who have a

right to see them. Non-sensitive details (e.g. your email address) are transmitted normally over the internet and this can never be guaranteed to be 100% secure.

**How long do we keep your personal information?** We keep your personal information for no longer than is reasonably necessary to fulfil the purposes outlined in this Privacy Notice, unless a longer retention period is required by law (for example, in connection with our statutory obligations as a public authority) or there is a need or potential need in order to defend or pursue a claim. Once information is out of date or has served its use or falls outside a regulatory retention time set out in , it will be shredded or securely deleted.

### **Further processing**

If we wish to use your personal information for a new purpose, not covered by this Privacy Notice or by another of our policies, we will provide you with 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.

### **Contact Details**

To exercise any rights, queries or complaints, please in the first instance contact the Village Hall Bookings Secretary at [cheritonvhbooking@gmail.com](mailto:cheritonvhbooking@gmail.com). For independent advice, data protection compliance concerns or to lodge a formal complaint, you can contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further information : To find out more including full details of your rights, please visit [UK Information Commissioner's Office](#).

### **Review**

We keep this Privacy Notice under regular review. It will also be subject to annual review by the Village Hall. We will place any updates on this web page and the date below will indicate when this Privacy Notice was last updated.

**Last Updated: 23/07/2021**