

ABBOTS BROMLEY VILLAGE HALL

DATA PRIVACY NOTICE

1. Introduction

At Abbots Bromley Village Hall we are committed to protecting and respecting your privacy. The Village Hall needs to obtain and keep information about its clients, 200 club members, employees, committee/trustees and suppliers in order to run effectively.

This privacy notice explains how we treat your personal information.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. 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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR")

3. How do we process your personal data?

Abbots Bromley Village Hall complies with its 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 the following purposes:-

- To enable us to provide a service;
- To administer committee/trustee responsibilities;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services;
- To administer the 200 Club.

4. What is the legal basis for processing your personal data?

- A contact with the individual to supply goods or services they have requested.
- Legitimate interest so that we can keep you informed about news, events, activities and services.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with any third party, without your consent.

6. How long do we keep your personal data?

Personal information that we process for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes.

Notwithstanding the other provisions of this Section 6, we will retain documents (including electronic documents) containing personal data:

- a) To the extent that we are required to do so by law;
- b) If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- c) In order to establish, exercise or defend our legal rights (including providing information to others for the purpose of fraud prevention and reducing credit risk).

7. Your rights and your personal data

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which Abbots Bromley Village Hall holds about you;
- The right to request that Abbots Bromley Village Hall corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then 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.

9. Amendments to Privacy Notice

We may update this notice from time to time by publishing a new version on our website.

10. Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact:

The Chair

Abbots Bromley Village Hall