

Weedon Old Schoolroom

Privacy Policy and Notice

The Weedon Old Schoolroom (WOS), our village hall, is committed to protecting the privacy of the people with whom it deals. This Privacy Notice will help you understand how we collect, share, store and protect your personal data during and after your relationship with us, in accordance with the General Data Protection Regulation (GPDR). WOS is a charity registered in England with the Charity Commission (ref: 1073035).

This Privacy Notice applies to all hall users, our suppliers and contractors and any other people establishing a relationship with the WOS. It is non-contractual and may be revised at any time.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

WHAT TYPE OF INFORMATION WE HAVE

The personal data that we hold has been provided to us by you, your representatives or a third party and may be collected by the booking form, letter, email, face to face, or telephone. The WOS is a data controller, which means we are responsible for deciding how we hold and use personal data. On occasion and where we are governed by necessary safeguards, we process data (as described below) jointly with other appropriate bodies.

We currently collect, store and process the following types of information:

- Contact details, such as name, address, email address, phone number, organisation to allow us to correspond with you
- Financial data such as details of your bank accounts if you are a supplier
- Transaction data
- Any relevant personal data that we legitimately need to provide you with our services or to deal with you as a supplier, hall hirer, trustee or donor.

WHAT WE USE YOUR DATA FOR AND THE LAWFUL BASIS FOR PROCESSING IT

We will only use your personal data for the purposes for which we collected it, which include the following:

- To manage your relationship with us
- To register you as a new supplier or hirer
- To maintain our own accounts and records to process financial transactions including grants or payments involving the WOS
- To ensure the WOS meets its legal or regulatory requirements
- To notify you of changes to the facility, services, events and contact details
- As is necessary for our legitimate interest

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules. We will not, without your consent, use your personal data for any other unrelated purpose which is not relevant to the carrying out of our services as the village hall provider and we do not use data for marketing or profiling purposes.

WHO WE SHARE YOUR DATA WITH

Where necessary, we may share your data with third parties for the purposes set out above. These include our accountant/auditor or other governmental or regulatory bodies or agencies (such as HMRC or the Police). We require those third parties to keep your information confidential and secure, and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been provided in accordance with our instructions.

HOW WE STORE YOUR DATA

The personal information we collect is stored either in hardcopy paper form or electronic format. We have put in place reasonable appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data to the Booking Administrators and the Treasurer, and other third parties who have a need to know for the purposes specified above.

HOW LONG WE KEEP YOUR DATA

We will keep your personal data for as long as reasonably necessary to fulfil the purposes for which we collected it, including for satisfying any legal, regulatory, tax, accounting or reporting requirements and in accordance with our Document Retention Policy (available on request). We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect of our relationship with you. In some circumstances you can ask us to delete your data (see below).

HOW WE DISPOSE OF YOUR DATA

We will dispose of your data by shredding hardcopies and/or securely deleting data from our IT systems in accordance with our Document Retention Policy.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- the right to be informed about the collection and use of your personal data
- the right to ask us for copies of your personal information
- the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- the right to ask us to delete your personal information in certain circumstances
- the right to ask us to restrict the processing of your information in certain circumstances
- the right to object to the processing of your personal data in certain circumstances.

You are not required to pay for any charge in exercising your rights. If you make a request, we have one month in which to respond to you.

CHANGES TO THIS POLICY

We review this Privacy Policy and Notice annually and will place any updates on the website www.weedonbucks.org.uk. This Policy and Notice was last updated in March 2021.

HOW TO COMPLAIN

If you are not satisfied with how we are processing your personal information, you are entitled to make a complaint. In the first instance we would appreciate the opportunity to respond to your concerns directly and you should contact the Chair of Trustees, Joanna Rose, on joanna@cjrose.net or by phone 07885 201159.

However, you can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF www.ico.org.uk Helpline number: 0303 123 1113.