

Catton Village Hall Privacy Policy

Our contact details

Name: Catton Village Hall ("The Hall") acting by its Management Committee" ("We" "Us or "Our")

Address: Main Street Low Catton YO41 1EA.

E-mail: hello@cattonvillagehall.co.uk

The type of personal information we collect

We currently collect and process the following information:

- The names and contact details of individuals including physical address, email address and telephone numbers and the same information about any organisation that they are associated with and/or represent.
- Information about individuals provided to Us in connection with the implementation of our Safeguarding procedures

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by a Data subject ("You or "Your") arising out of:

- Your contact with Us in relation to enquiry about or use of the facilities of the Hall by way of hire; and/or
- Your attendance at or expression of interest about an event promoted and organised by Us; and/or
- You having otherwise consensually provided us with that information for the purpose of Our communicating with you in relation to activities carried out by us.
- The provision by You of information to Us in connection with the implementation of our Safeguarding procedures

We use the information that you have given Us to communicate with You:

- about any enquiry You may have made about or any hire by You of the Hall and its facilities;
- about any event promoted and organised by Us that you may have expressed interest about or attended;
- about any event promoted or organised by Us, fundraising activity or other purpose associated with the pursuit of Our charitable objects and purposes that We consider may be of interest to You.

We will not share this information with any other organisations or individuals.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation; and/or
- We have a legitimate interest.

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The legitimate lawful interest that we have is the administration and operation of The Hall in furtherance of its charitable objectives and purposes.

How we store your personal information

Your information is securely stored electronically

We keep the personal information that we collect referred to above for a period of 5 years from when You last initiated contact with us. We will then dispose your information by deleting this from our systems.

Your data protection rights

Under data protection law, You have rights including:

Your right of access - You have the right to ask Us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information You think is inaccurate. You also have the right to ask Us to complete information you think is incomplete.

Your right to erasure - You have the right to ask Us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask Us to restrict the processing of Your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of Your personal information in certain circumstances.

Your right to data portability - You have the right to ask that We transfer the personal information You gave Us to another organisation, or to You, in certain circumstances.

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

Please contact Us in writing using the contact details at the beginning of this document if You wish to make a request

How to complain

If You have any concerns about our use of Your personal information, you can make a complaint to Us in writing using the contact details at the beginning of this document.

You can also complain to the ICO if you are unhappy with how We have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

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SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>