

## **Hambledon Village Hall Privacy Policy**

### **Our contact details**

Graeme Guthrie, Secretary

Hambledon Village Hall, Malthouse Lane, Hambledon, Surrey, GU8 4HG

E-mail: [villagehallsecretary@hambledonsurrey.co.uk](mailto:villagehallsecretary@hambledonsurrey.co.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Financial information when you book the Hall and pay us the hire and other charges
- Information relating to the use of the Hall

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To support your application to hire or use the Hall
- To assist us in providing relevant and well-maintained facilities

We also receive personal information indirectly, from the following sources in the following scenarios:

- We might collect data indirectly when people buy tickets via Eventbrite. We see a name and email address for everyone who buys tickets.

We use the information that you have given us in order to administer the running of the Hall.

We do not share this information with other village amenities and representative bodies of organisations using the Hall.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are the contract we enter into with you for the hire or use of the Hall.

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Secretary as above.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored in our accounting system, on emails or (in the case of hard copies) in our filing system.

We keep all financial information for 6 years and all other specific information for 3 years. We keep generic information with no individual details for 6 years. We will then dispose of your information by deleting that held electronically and shredding any paper information.

## **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 at the email address set out above 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 at the contact points referred to above.

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  
SK9 5AF

Helpline number: 0303 123 1113

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

