



ISLIP VILLAGE HALL

REGISTERED CHARITY NUMBER 289232

PRIVACY NOTICE

Islip Village Hall commits to protecting your privacy. We will only use information about you in accordance with the **General Data Protection Regulations** and other relevant legislation and regulations. Our Privacy Policy, which applies to anyone who works at or is engaged by Islip Village Hall, is set out below; please read it with care as it describes how we will process your data.

The Privacy Notice explains:

- a) What information we may collect about you
- b) How we keep your information safe
- c) What we may use your information for
- d) Who we may share your information with
- e) Your rights regarding the personal information you provide to us

Generally, the lawful base on which we process your information is the fulfilling of your employment or engagement contract with Islip Village Hall.

For the purposes of Data Protection Act 1998 Regulation, Islip Village Hall is the Data Controller.

Islip Village Hall is registered with the office of the Information Commissioner under registration number **ZB605324**

If you have any questions regarding the Privacy Notice or any data protection matter, please contact:

Data Protection Officer, Islip Village Hall, c/o 19 Nene View, Islip, Kettering, Northants., NN14 3LD

Data Security

When we collect personal data from you we store it under strict safekeeping and confidentiality measures. We use technical and organizational security measures to protect it against misuse. All of your data is held on personal, password protected computers by Islip Village Hall Management Committee.

We allow only those Committee members who need to process your data to have access. We meet the protection offered to you under the Data Protection Act 1998.

The Village Hall uses an online platform call **Hall Bookingonline.com** to manage all online bookings and payments. The online platform is subject to GDPR regulations. Bookingonline.com GDPR and privacy information can be found here https://hallbookingonline.com/tc_admin.pdf

What we do with your data

We will keep information that identifies you only if you are engaged by Islip Village Hall Management Committee as a sub-contractor. Such personal information could include:

- Your name
- Address
- Phone number
- Email address
- Bank account details
- Insurance details

We sometimes have to share your information with third parties to undertake business activities. Examples of such sharing could be:

- Charities Commission

How long do we keep your data?

We will keep your data for the duration of your contract and then for as long as is necessary for the relevant activity or as required by law.

Access to your information and Opting-Out

You have the right to ask for a copy of the personal information that we hold about you, to correct any inaccuracies in that information or ask us to delete such records unless we are prevented from doing so by law. If you would like to have a copy of this information please contact emmamorehen@googlemail.com or you may also wish to write to:

Data Protection Officer Islip Village Hall, c/o 19 Nene View, Islip, Kettering, Northants., NN14 3LD

If you find any inaccuracies, we will correct them immediately. If you ask us to delete your records, we will destroy all of your personal information that we hold on our files.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Islip Village Hall Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

