

Lower Penarth Community Association

LPCA, GDPR, AND YOU

Following the new 2018 GDPR regulations, this is to let you know what the LPCA does with the data that we hold on you as a hirer of the Lower Penarth Community Centre

1. All written hire contracts are kept for the length of the contract in a locked filing cabinet in the committee room at the Community Centre.
2. The length of the contract is deemed to be until the hirer gives up their time slot(s), the final bill has been paid and the key returned to allow the refund of the key deposit
3. All e-mail addresses are only shared with the secretary and the treasurer to allow for the management of your bookings, to inform you of anything happening at the community centre, and the payment of bills.
4. The treasurer keeps all payment data, whether electronic or paper, securely filed in line with the GDPR requirements.
5. The LPCA NEVER shares your data with anyone else, unless you have asked us to print your details on the List of Regular Activities which is published **on the LPCA Website and the LPCA Facebook page-**

Charity Commission Registration Number 1074675

Lower Penarth Community Hall,
Brockhill Way, Penarth CF64 5QD