Burnby Hall
COMMUNITY SPACE | WORKSPACE

Registered Charity No. 1209112

Pocklington Community Trust CIO

COMMUNITY HALL, Burnby Hall, Pocklington

Data Protection & Privacy Policy (Version 1.0)

PRIVACY POLICY STATEMENT

We know how important it is for you to understand how we use your data. This Privacy Policy sets out how and why we collect, store, process and share your personal data. We will always be transparent with you about what we do with your personal data.

This Policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Privacy Policy or your rights under it, please contact us by post or by email On enquiries@burnbyhall.org.uk

It is often necessary for Pocklington Community Trust to meet its objectives and comply with legal obligations by retaining certain information about its trustees, volunteers, and service users to facilitate day-to-day operations.

Pocklington Community Trust. is, however, committed to ensuring that any personal data will be dealt with in accordance with the Data Protection Act 2018 and comply with GDPR (General Data Protection Regulations). Any personal information, therefore, will be collected and used fairly, stored safely and not disclosed to any other person unlawfully or inappropriately.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and complies with data protection procedures.

In line with the Data Protection Act 2018 principles, we will ensure that personal data will:

- Be obtained fairly and lawfully and for a specific and lawful purpose
- Be adequate, relevant, and not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

Pocklington Community Trust processes and stores the following authorised personal information:

- Trustees/committee members – Names, addresses, and contact details
- Volunteers – Names and contact details
- Actual and prospective service users – Names and contact details

Pocklington Community Trust will ensure your personal data will:

- Only be retained on the consent of the subject Will not be sold to companies or given to public organisations. Personal data (names, addresses, e-mails, phone numbers) will only be passed onto a third party with written consent (e.g. someone who wants to contact someone else who does want their information public)

- Be processed for the purposes stated only

- Contact details may be stored to inform the community about events, activities etc, but this will not include personal information unless permission granted, and an opt-out option will apply
- Be accurate and kept up to date.
- Be erased immediately if it is no longer relevant or outdated
- Be stored in a safe place and, and/or electronically on a computer which is password protected.

What rights you have over your data Rights	What does this mean?
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Privacy Policy.
The right of access	You have the right to obtain access to your information (if we're processing it), and other certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
The right to rectification	You're entitled to have your information corrected if it's inaccurate or incomplete.
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
The right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. E.g., if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
The right to object	You have the right to object to certain types of processing, including processing for direct marketing.

DATA PROTECTION - GDPR

The General Data Protection Regulation (GDPR) became effective in the UK in May 2018. It replaced the existing Data Protection Act 1998 and gives individuals more rights and protection in how their personal data is used by organisations.

The Information Commissioner's Office (ICO) regulates Data Protection laws in the UK and has issued guidance stating that 'advertising or marketing material' includes any material, which promotes the aims and objectives of the organisation, not just promoting products or services.

Pocklington Community Trust keep personal data on those who hire any part of Burnby Hall. This data falls into two categories:

1. Short term hire (such as a one-off party)

2. Long term hire (groups or individuals that hire the hall on a regular basis)

In order to raise funds for the Hall we may communicate with those persons on our database, in both categories, in the form of a newsletter or leaflet informing them of an event or activity. This may be sent through the post, emailed, a telephone call or sent as an SMS. Under GDPR we have to ask for your consent - please tick the appropriate box below:

I give my consent to periodically send me fundraising or promotional material – YES ❑ NO ❑
NAME: ..... SIGNATURE: ..... DATE: .....

2. Pocklington Community Trust use and store personal data from Category 2 groups or individuals to promote the interests or activities for which the Hall or Meeting Room has been hired, (a fitness class for instance). The promotion can take the form of a calendar entry, advert and blog on the Hall website, displaying the individual or groups name, telephone number, email address and webpage address if applicable.

For those who would like to promote their activity we need your consent. Please tick the appropriate box below:
I give my consent to use my contact details in order to promote my activity - YES ❑ NO ❑

NAME: ..... SIGNATURE: ..... DATE: .....
I give my consent to Pocklington Community Trust to hold my details on file for the above event – YES ❑ NO ❑

NAME: ..... SIGNATURE: ..... DATE: .....
You can remove your consent at any point by contacting Pocklington Community Trust.

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