

# DATA PRIVACY NOTICE

## The Trustees of Stretton-on-Fosse Village Hall

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

### 2. Who are we?

The trustees of Stretton-on-Fosse village hall are, collectively, the data controller. This means they decide how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Stretton-on-Fosse village hall complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To process your reservation and hire of the hall;
- To ensure that appropriate payments are made as agreed;

### 4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body provided: -
  - the processing relates only to reservation and hire of the facility or matters related thereto; and
  - there is no disclosure to a third party without consent.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with persons other than the trustees and officers of the village hall. We will only share your data with third parties in case of legal action or *force majeure*.

### 6. How long do we keep your personal data?

We keep data in accordance with government guidelines. Normally data will be erased as soon as a hire has been paid for in full and the management committee is satisfied that no sum is outstanding for damages or dilapidation.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Stretton-on-Fosse village hall holds about you;
- The right to request that Stretton-on-Fosse village hall corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Stretton-on-Fosse village hall to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Contact Details**

To exercise relevant rights, queries or complaints please email:  
strettonvillagehallhelp@strettononfosse.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.