



## Privacy Notice

### Carnon Downs Village Hall Overarching Privacy Notice

This privacy notice explains how Carnon Downs Village Hall (as a Data Controller) collects, uses and protects personal data that we hold.

### 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") 2018 and the principles set out in it.

### Who are we

Carnon Downs Village Hall is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### The data we collect about you

We collect the following personal data about the person(s) responsible for making a booking, paying the invoice or running a regular activity or one-off event at CDVH, along with individuals who are members of the CDVH Lottery and volunteers or contractors who carry out work at the Hall. The data is collected via telephone, email and text enquiries, online booking forms

**First name, Last name, Title, Postal Address, Landline and/or Mobile phone numbers, Email address**

### How we use your personal data

- To administer our booking system. If you do not book on line via HallMaster we will input the personal data, you give us into the system on your behalf. HallMaster is confirmed as GDPR compliant.
- To communicate with you regarding current and future bookings.
- To publicize your activity or event on our web site and printed 'Regular Activities Listing' available at the Hall.
- To send you (usually by email) regular updates about your responsibilities as a hirer of the Carnon Downs Village Hall or additional information about facilities provided at, or the management of, Carnon Downs Village Hall.
- To advise you (usually by post) if you are a prize winner in our Lottery.
- We do not share your contact details with any other organisation, or publication but you should be aware that if your booking status on HallMaster is set to **Public** then *your email address and phone number(s) are freely available on our web site for anyone to view and use.*
- We will only use photographs on our web site or Facebook page with your consent.
- CCTV images are collected for security purposes.

### How do we process your personal data?

We comply with our obligations under the GDPR and the principles of the DPA 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.

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

The legal basis for processing your data is 'contract'. When you agree to our Terms & Conditions you enter into a hire contract with Carnon Downs Village Hall, or your signed agreement when registering for our Lottery.

Where the purpose for processing your personal data has changed, we will seek your consent. In certain circumstances you will be able to withdraw your consent to processing.

## **Sharing your personal data**

We do not share your personal data with any third parties

## **Web site information and third-party web sites**

Carnon Downs Village Hall website does not use cookies. We use an analytical service to collect standard internet log information and visitor behaviour patterns, so we can see the number of visitors to our site, and when these visits occur. Personal data is not collected during this process

Our web site includes links to third-party web sites and you should read the privacy notice for each of the web sites you visit.

## **How long do we keep your personal data?**

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. However, where possible we will anonymise this data so that you cannot be identified. Where we do not need to continue to process your personal data, it will be securely destroyed.

## **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:

- a. to request a copy of your personal data which we hold about you;
- b. to request that we correct any personal data if it is found to be inaccurate or out of date;
- c. to request that your personal data be erased where it is no longer necessary for us to retain such data;
- d. to withdraw your consent to the processing at any time;
- e. to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller (where applicable) - please note this only applies where the processing is based on consent or is necessary for the performance of a contract with you, and in either case where we process the data by automated means;
- f. to request that a restriction be placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- g. to object to the processing of personal data (where applicable) – please note this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics;



h. to lodge a complaint with the Information Commissioners Office.

You can access the personal information that we hold about you by submitting a Subject Access Request (SAR) to Carnon Downs Village Hall. This request must be in writing and clearly specify the information you require.

### **Complaints or queries**

Please contact our Treasurer [cdvhtreasurer@gmail.com](mailto:cdvhtreasurer@gmail.com) or our Booking Manager [cdvhbooking@gmail.com](mailto:cdvhbooking@gmail.com) in the first instance.

Or if you are not content that your request or review has been dealt with correctly, you can appeal to the Information Commissioner's Office to investigate the matter further by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

*This Privacy Notice will be reviewed and updated on a regular basis as more guidelines on GDPR are published.*