

DATA PRIVACY NOTICE

Burwash Weald and Common Memorial Fund Playing Field

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?

Burwash Weald and Common Memorial Fund Playing Field is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Burwash Weald and Common Memorial Fund Playing Field complies with their 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 maintain the Burwash Weald and Common Memorial Fund Playing Field and Pavilion;
- To run the Pavilion bar;
- To administer bookings for the Pavilion;
- To notify the local population of events at the Playing Field and Pavilion;
- To maintain our own accounts and records;
- To inform you of news and progress in our work;

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

- Explicit consent of some data subjects so that we can keep you informed about booking the facilities or participating in events and activities;
- Processing is necessary for contracts for carrying out maintenance and upkeep of the facilities

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Committee for purposes connected with the Organisation. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with our agreed policy in our document 'Good Practice for Data Handling'.

Specifically, we retain Committee, bar volunteers and events list data while it is still current; financial data and associated paperwork for up to 7 years after the tax year for which they are still valid; and details of contractors and insurances permanently.

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 your personal data which the Burwash Weald and Common Memorial Fund Playing Field holds about you;

- The right to request that Burwash Weald and Common Memorial Fund Playing Field correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data be erased where it is no longer necessary for the Burwash Weald and Common Memorial Fund Playing Field 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), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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, (where applicable) [*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*]
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary on 01435 883043.

You can contact the Information Commissioner's 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.

Burwash Weald and Common Memorial Fund Playing Field - Registered Charity no: 282296

Version date: 4 March 2018.

Review date May 2018, May 2019, etc.

Sponsor: Secretary