

# Dean Acres Community Centre

## Privacy Policy

### Introduction

Dean Acres Community Centre (registered charity SC052517) takes the privacy and security of your personal information extremely seriously. We are committed to protecting your personal information and being transparent about the information we hold about you and how we use it.

This privacy notice sets out how we collect and process your personal information (the information which identifies you) and lists your rights in relation to your personal information.

If you have any queries about this privacy notice, please contact us at [info@deanacrescommunitycentre.org.uk](mailto:info@deanacrescommunitycentre.org.uk)

### What personal information will we collect?

The personal information we collect, and process may include, but not be limited to:

- Names and contact information such as telephone numbers, email and postal addresses
- Such other information that is relevant and necessary for us to carry out our activities, charitable purposes and legal obligations

### How do we collect your personal information?

When you make an inquiry in person, by phone, email or other means we will process all the information you give us.

### How do we use your personal information?

Your personal information will be used to maintain accurate internal records of our engagement with you. We will only use your personal information for the purposes for which it was provided to us and in ways that you would reasonably expect.

### How do we protect your personal information?

We will not sell or exchange your personal information. We will only share your personal information where we have your consent, or where we are required to do so by law.

### Your rights

The UK GDPR provides you with certain rights in relation to the processing of your personal information, including:

- the right to be informed about the collection and the use of personal information
- the right to access personal information and supplementary information
- the right to have inaccurate personal information rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to object to processing in certain circumstances
- the right to complain to the Information Commissioner

If you would like to exercise any of your rights, please let us know by email to [info@deanacrescommunitycentre.org.uk](mailto:info@deanacrescommunitycentre.org.uk)

If you would like a copy of the personal information that we are holding on you, or if you believe that any information we are holding on you is incorrect or incomplete, please let us know by email to [info@deanacrescommunitycentre.org.uk](mailto:info@deanacrescommunitycentre.org.uk). We will promptly correct any information found to be incorrect.

You can obtain further information about Data Protection and privacy laws by visiting the [Information Commissioner's website](#).

## Links to other websites

This website may contain links to third party websites that may collect your personal information. This policy does not cover external websites, and we encourage you to read the privacy policies of any external websites you visit via links from this website, or links embedded in any email originating from us. We are not responsible for their privacy practices or website content.

Dean Acres Community Centre may change this policy from time to time and any such changes will be published on our website. Notwithstanding any change to this policy, we will continue to process your personal information in accordance with your rights and our obligations in law. This policy is effective from 31<sup>st</sup> January 2025.

*Policy Approved and Minuted at Board Meeting held on 27<sup>th</sup> February 2025*