

## Data Privacy Notice

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 along with any other information in or likely to come into the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

Whitchurch Community Hall 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?

Whitchurch Community Hall complies with its obligations under GDPR by:

- a. keeping personal data up to date
- b. by storing and destroying it securely
- c. by not collecting or retaining excessive amounts of data
- d. by protecting personal data from loss, misuse, unauthorised access and disclosure
- e. by ensuring that appropriate measures are in place to protect personal data.

We use your personal data to process and manage your bookings of Whitchurch Community Hall facilities and to inform you of news, events and activities, for fundraising and to promote the interests of Whitchurch Community Hall.

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

The lawful basis for Whitchurch Community Hall to process your personal data is consent i.e. clear consent has been given for processing your personal data for a specific purpose. The specific purpose for processing your personal data is so that we can manage your bookings of Whitchurch Community Hall facilities and to inform you of news, events and activities, for fundraising and to promote the interests of Whitchurch Community Hall.

5. Sharing your personal data

Your personal data is treated as strictly confidential and is not shared with any third party.

6. How long do we keep your personal data?

We keep data for as long as it is needed or required by statute, and then dispose of it appropriately. We will retain financial records for up to seven years. Archival material such as minutes and legal documents are stored indefinitely. Other correspondence and emails is disposed of when no longer required.

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: –

# WHITCHURCH COMMUNITY HALL

CHURCH HILL, WHITCHURCH, TAVISTOCK. DEVON. PL19 9ED REGISTERED CHARITY NO. 202196

- a. The right to request a copy of your personal data which Community Hall holds about you and to request it is corrected if inaccurate or out of date, or erased when it is no longer needed.
  - b. The right to withdraw your consent to the processing at any time.
  - c. The right to request that the Data Controller provides you with your personal data and where possible, to transmit that data directly to another Data Controller, (known as the right to data portability).
  - d. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
  - e. The right to object to the processing of personal data, (where applicable)
  - f. The right to lodge a complaint with the Information Commissioners Office.
8. Further processing
- If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining the new use before we start the process 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 Chair of Whitchurch Community Hall using the email [jpwalton2@aol.co.uk](mailto:jpwalton2@aol.co.uk) or through the website contact form here <https://whitchurchcommunityhalldevon.org/contact-and-find-us>.

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.

Whitchurch Community Hall Trustees, 1 September 2024