



**SHAMLEY GREEN VILLAGE HALL (REGISTERED CHARITY 305149)**

## General Data Protection

# Privacy Notice

This notice explains how the Management Committee (MC) of Shamley Green Village Hall (SGVH) holds, uses and protects the personal information they hold about users of Arbuthnot Hall (the hall). For the purposes of the General Data Protection Regulation (GDPR) the MC is a “controller”.

### **Personal information**

Personal information broadly means information that identifies (or which could, together with other information that we hold or are likely to hold, identify), a living individual.

### **The type of information SGVH holds**

SGVH collects and processes information that you provide to us by corresponding with us via letter, telephone, email, on-line or by any other means.

SGVH may hold and process any or all of the following: name; gender; age; contact details (such as address; email; telephone number; mobile number); details of an emergency contact and/or parent or guardian.

### **Why SGVH holds this information**

SGVH holds this information because it needs it to manage lettings of the hall and associated activities.

### **Using your information in accordance with the GDPR**

Under the GDPR SGVH has to comply with certain conditions before it may use your information in the ways described in this notice.

SGVH relies upon a condition that allows it to use your information in order to comply with its legal obligations in operating as a charitable organisation. It also relies upon a condition known as “legitimate interests”. SGVH has legitimate interests to collect and process your information as it needs this to manage lettings of the hall and to provide you with the benefits and facilities offered by the hall.

### **What SGVH does with the information**

SGVH may use your personal information

- to conclude lettings contracts with you for your use of the hall;
- to notify you of services offered to you by the hall;
- for statistical, financial modelling, accounting and reference purposes;
- for internal record keeping;
- for complying with its legal obligations;

- for complying with demands made by any relevant regulators, government bodies, law enforcement bodies, tax authorities.

### **How long SGVH holds your information**

SGVH will hold your information for as long as is necessary for it to manage the operations of the hall and for at least 1 year after your last contact.

### **Sharing your information**

Where appropriate SGVH may share your information with

- any person who you have authorised to act on your behalf;
- regulators, law enforcement bodies, government bodies, tax authorities;
- any relevant ombudsman, dispute resolution body or the courts.

### **Where SGVH stores your information**

SGVH will normally store your information inside the UK. Where SGVH's service providers host data outside the UK SGVH will ensure that suitable safeguards are in place to protect your data.

### **Your rights in relation to your personal information**

You have the following rights in relation to the way SGVH processes your data, namely

- to access your data;
- to have your data rectified if it is inaccurate or incomplete;
- in certain circumstances, to have your data deleted or removed;
- in certain circumstances, to restrict the processing of your data;
- a right of data portability;
- to object to direct marketing;
- not to be subject to automated decision making;
- to claim damages caused by a breach of the GDPR.

### **Changes to this privacy notice**

This notice is current at April 2022. SGVH will keep this notice under review at all times and may change it at any time. Significant changes will be notified to you.

### **Contact**

For queries about this notice, or to exercise any of your rights outlined above, contact the Management Committee Chairman, Mr Jon Watson, in writing at: [chair@arbuthnothall.org](mailto:chair@arbuthnothall.org)

or at: Arbuthnot Hall, The Green, Shamley Green, GU5 0UA.

### **Complaints**

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

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