

PRIVACY DOCUMENT

Christ Church Willaston Community Hub

DATA PROTECTION POLICY AND PRIVACY NOTICE

Introduction

Christ Church Willaston is a registered charity managed by a Parochial Church Council of Trustees who are named on our website.

Purpose of the Policy/Privacy Notice

This Privacy Notice has been drawn up in order ensure that the Christ Church Willaston Parochial Church Council of Trustees (the PCC) comply with the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation 2021, concerning the collection and use of personal data.

Privacy Notices

As a 'data controller' the PCC must give to Trustees, volunteers, customers, key holders and suppliers certain information, commonly called a 'privacy notice', about the sort of data they hold, the purpose for which it is used and individuals' rights in relation to their data. The Christ Church Willaston Privacy Notice is set out below.

Why we obtain your information

We collect your information:

- To enable Christ Church Willaston PCC to communicate with its customers and enable access to the premises, we hold information about you, which has been provided by you on the Community Hub Booking Form/Hire Agreement or when you book online.
- To enable Christ Church Willaston PCC to ensure that there are contact details for Trustees and volunteers and to enable us to communicate with you and, in the case of Trustees, to pass these details to the Charity Commission, we hold details of Trustees and volunteers.
- In order to pay our suppliers and make refunds to certain customers, we hold bank account information on you to pay your invoices and refunds.

The information we hold includes your name, address, email address, telephone number and, in the case of suppliers and certain customers, your sort code and bank account number. In the case of Trustees and volunteers, we also hold details of your date of birth and any information provided on your Declaration of Interests form.

How we use your information

Your information will be used to communicate with you about your bookings and to make refunds, where appropriate.

In the case of Trustees and volunteers, your information may be used to communicate with you about meetings of the Community Hub Management Committee and other matters related to your role as a Trustee or volunteer. Your name and contact details will also be found in the booking system of the hub website (although you may ask for your contact details not to be posted.)

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The basis on which we use your information

The lawful basis for processing your data is the fact that you have given us your consent to do so.

Sharing your Information

We do not share your information with any other organisations or persons.

Security of your information

The Trustees are committed to ensuring that your personal data is secure. The data will be held on the secure online booking system. The bank details are only kept on HSBC's online banking payment system.

How long do we keep your data?

In accordance with GDPR rules, customers can, at any time, request a copy of the data Lemon Booking holds about them and/or request that their account be deleted. Data requests are handled by the Lemon Booking system automatically and are processed within seven days. Requests for account deletion are usually handled automatically too - unless the account is in bad standing. Data on Trustees and volunteers is kept for as long as you are a Trustee or volunteer. Data on keyholders is kept for as long as you are a keyholder.

Your Rights

By law you are entitled to know what personal information we hold about you, the purpose for which we hold it and the identity of any person to whom it has been disclosed. You can also ask us to correct any errors in your data and can ask for unnecessary or outdated data to be deleted. You can also withdraw your consent for the Church to hold your data at any time, although this may interfere with your ability to hire the premises or act as a Trustee or volunteer. You are entitled to receive a copy of your information and you can exercise these rights by contacting the PCC Secretary, whose details are on the Church's website.

The Information Commissioner's Office

The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights and data privacy for individuals. You have the right to lodge a complaint with the ICO if you are dissatisfied with any aspect of the way we collect and use your personal information. The Information Commissioner's Office website can be found at www.ico.org.uk and you can call their helpline on 0303 123 1113.

Changes and Updates

We will keep this Privacy Policy under review and may update it from time to time without prior notice. The most up to date version will be available on the community hub website.

I confirm that I have read the Privacy notice of Christ Church Willaston Community Hub above and understand which data of mine is being held and processed and why it is being used by the Church. I also understand my rights in connection with this data and I give the Christ Church Willaston PCC consent to use my data as set out in this notice.

This can be signed electronically (in the form of a tick box) when making a booking on the community hub booking page.