

14th May 2018

Much Marcle Memorial Hall

PRIVACY POLICY

Data Protection Policy

Privacy Notice

How the Trustees use your personal information

Your information will be held by the Trustees of the Memorial Hall in a secure location

How we use your personal information

This privacy notice is to let you know how the Trustees promise to look after your personal information. This includes what you tell us about yourself, what we learn by having you as a customer, and the choices you give us about what marketing you want us to send you.

This notice explains how we do this and tells you about your privacy rights and how the law protects you.

How the law protects you; as well as our Privacy Promise, your privacy is protected by law.

This section explains how that works

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it with third parties. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. Even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

What we use your personal information for: Our reasons and our legitimate interests

- Primarily, we use your data and data about you purely for the purposes of facilitating the hire of the Great War Memorial Hall
- To manage risk for us and our customers

- To obey laws and regulations that apply to us
- To respond to complaints and seek to resolve them
- Your consent
- Fulfilling contracts
- Our legitimate interests
- Our legal duty

To maintain the Hall in a safe and welcoming environment for the benefit of those who wish to hire it for their own specific purposes.

Seeking your consent when we need it to contact you.

Being efficient about how we fulfil our legal duties.

Complying with regulations that apply to us.

Sensitive (Special types) Data; there are additional provisions relating to the processing of 'sensitive personal data'. Sensitive personal data will not be disclosed to a third party without your explicit consent.

We will only collect and use these types of data if the law allows us to do so:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Genetic and bio-metric data
- Health data including gender
- Criminal convictions and offences

Health

To provide you with additional support or equipment which may be required to allow you to fully utilize the facilities of the Hall.

Sharing of your personal information

The Trustees foresee no reason why we would have to share your data with a third party, unless there were exceptional circumstances.

If you choose not to give personal information. You may not be able to hire the Hall.

Any data collection that is optional would be made clear at the point of collection.

Third Party information.

Where you provide any information about a third party such as spouse, family, club members or colleagues who are not party to this agreement, then we will probably have to issue them with a privacy notice to ensure they are aware of their rights because we are holding personal information about them, even if only their name.

Record keeping

We keep records of all Hall bookings which you have made or plan to make. You, or your appointed agent, have the right to inspect the records at a mutually convenient time. As we treat all our client records as confidential, we reserve the right to give you copies of your records where in certain circumstances releasing the original would compromise other hirers' confidentiality. Unless you tell us otherwise, where we arrange bookings

for couples or joint parties, we will assume that information can be passed freely between us and those parties involved with the contract.

How long will you keep my data?

We will keep your data only for as long as necessary, normally for a maximum of 12 months. Data is required to allow us to legally hire the Hall and its facilities.

Your right to a copy of your personal information

Under current data protection law, you have a right to get a copy of the personal information that we hold about you.

If you believe that any information, we hold is incorrect or incomplete, we will promptly amend any information that is incorrect or incomplete. There is no fee for this.

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this.

If you do, we will take reasonable steps to check its accuracy and correct it.

What if you want us to stop using your personal information?

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. However, please tell us if you think that we should not be using it.

We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted.

You can ask us to restrict the use of your personal information if:

- It is not accurate.
- It has been used unlawfully but you do not want us to delete it.
- It is not relevant any more, but you want us to keep it for use in future bookings.
- You have already asked us to stop using your data but you are waiting for us to tell you if we are allowed to continue using it.

If you want to object to how we use your data, or ask us to delete it or restrict how we use it or, please contact us.

How to withdraw your consent

You have the right at any time to contact us at the address of our Data Controller to withdraw your consent to collecting future personal data or us holding existing data.

Address: Bower Cottage, Much Marcle, HR8 2NW.

Email: memorialhallmm@gmail.com

How to complain?

Please let us know if you are unhappy with how we have used your personal information. Please refer to the contact details for our Data Controller shown above.

You also have the right to complain to the Information Commissioner's Office. Find out how on their website <https://ico.org.uk/concerns/> or call their helpline on **0303 123 1113**.

Marketing

We may use your personal information to tell you about future events at the Hall. This is what we mean when we talk about 'marketing'.

We can only use your personal information to send you marketing messages if we have either your consent or a 'legitimate interest'. That is when we have a business or commercial reason to use your information. It must not unfairly go against what is right and best for you.

You can ask us to stop sending you marketing messages by contacting us at any time.

GDPR Policy issued by Scott Fleming, Data Controller.

Much Marcle Memorial Hall
Registered Charity # 520973
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