

Prinetown Community Centre is a Registered Charity and complies with the guidelines laid out by the Charity Commission. The centre is managed by a committee of Trustees who volunteer their time for the benefit of the local community.

Your privacy is important to us. We provide this notice explaining our information practices and the choices you can make about the way your information is collected and used.

Compliance With The Law

The Trustees of Prinetown Community Centre aim to comply with the General Data Protection Regulation (GDPR) introduced by the Office of the Information Commissioner in May 2018. The lawful basis on which we collect and process personal information (ie for a private individual) is limited to the following:

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract as a general principle, we collect and process no other information about individuals and only retain this information for as long as is necessary for our annual audit to be completed. Once our annual accounts have been audited and certified as a true record, we take all practical steps to erase personal information, except where clearly identified later in this policy.

Our Commitment To Children's Privacy

Protecting the privacy of the very young is especially important. For that reason the committee will never collect or maintain information from those we actually know are under 18, and no part of our website is structured to attract anyone under 18.

Collection & Use Of Personal Information For Bookings

When a booking is made, we collect the following personal information from the hirer to enter into a hire contract: 1) First name and surname of person responsible for the hire (the hirer), 2) Residential address of the hirer, 3) Email address of the hirer, 4) Mobile number of the hirer and land line number where available.

This is stored in our bookings database which is hosted by Google (<http://drive.google.com>). This data can only be accessed by the Trustees of the committee. The data is used to prepare the booking email and contract sent to the hirer using the centre Google Mail account. The name of the organisation responsible for the booking is entered into the online bookings calendar. The calendar is hosted by Google (<http://calendar.google.com>) and is visible to the public on the centre website. Only the name of the group is shown and no other personal information relating to the hirer is stored with the calendar entry. The name of the hirer is an essential link to the financial transaction associated with the hire. For transparency reasons, it cannot be erased completely from our accounts. Other than for the recurring bookings, the personal data in the bookings database (other than the name of the hirer) is erased as soon as the annual audit is completed. This is usually by the end of April of the year following the closing of the accounts on 31st December. Booking emails are erased from the Google Mail account at the same time. The invoice raised for the hire contract is sent via email.

No one, other than the Trustees of the Community Centre, has access to the Gmail account or the Google Drive account. All devices that have access to these accounts are password, PIN or fingerprint secured.

The Website

This website (prinetowncommunitycentre.org.uk) and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy [here](#) for further information.

External Links

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website.

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Resources & Further Information

[Data Protection Act 1998](#)

[Privacy and Electronic Communications Regulations 2003](#)

[Privacy and Electronic Communications Regulations 2003 – The Guide](#)

[Google Privacy Policy](#)

Changes To This Privacy Statement

The contents of this statement may be altered at any time, at our discretion.

February 2021, Princetown Community Centre