

South Hill Parish Hall

GDPR - Protecting your privacy

Here at South Hill Parish Hall we take your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us in relation to South Hill Parish Hall.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data).

This Privacy Notice explains in the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

Your information is only used for things you would expect in relation to the Hall. We will only keep your information for as long as is needed normally in conjunction with our legal requirements. We may share your information with other companies or organisations to enable us to carry out tasks such as South Hill Parish Council, Insurance companies etc. These will only be given the information sufficient for them to carry out their tasks. Plus other government bodies or companies that we may be legally required to supply information to.

GDPR Data Protection Regulations

We will not normally share your information with third party companies. Should we need to we will inform you first.

We hope this answers any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent.

For example, if you register with us to receive email or newsletters.

Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations.

For example, when asking us to rent the hall through us

Legal compliance

If the law requires us to, we may need to collect and process your data.

For example, to pass on details of people involved in fraud or other criminal activity to law enforcement.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

For example, we may use your information to enable us to send you direct marketing information by post, telling you about events regarding the hall that we think might interest you.

How long will we keep your personal data?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised so that it can be used in a non-identifiable way for statistical analysis and business planning.

Examples of customer data retention periods:

Accounting

If you are a hall hirer we have legal requirement to keep the financial information, we'll keep the data for 7 years.

What are your rights over your personal data?

An overview of your different rights

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact The Data Protection Officer, South Hill Parish Hall The Downs Golberdon PL17 7ND or email parishhall@south-hill.co.uk

If we choose not to action your request we will explain to you the reasons for our refusal.

Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

Where we rely on our legitimate interest or there is a legal requirement

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation.

We must then do so unless we believe we have a legitimate or legal overriding reason to continue processing your personal data.

Checking your identity

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling [0303 123 1113](tel:03031231113).

Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.