

NEW HALL WINCHELSEA
DATA PROTECTION NOTICE DATED 25 MAY 2018

1. **Who we are**

We are the Management Committee ("NHMC") of Winchelsea Village Hall (known as Winchelsea New Hall), a registered charity no. 235174.

2. **How we collect information**

You may give us your information in many ways. For example, when you join as a member, make a donation, act as a volunteer, participate in our events, enquire about or make a booking or communicate with us by phone, in writing, by email or in person.

We are responsible for your data at all times.

3. **What personal information we collect and how we use it**

We will only ever retain the minimum amount of information that we require relating to your membership, donation, volunteering, participation, booking, enquiry or the services we provide and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your date of birth but only if relevant
- Your bank details but only if relevant
- Details of the enquiry, service or event

Where appropriate, we may ask for additional information.

4. **How we will use your data**

We will only use your personal data for the legitimate purposes of conducting our activities. These include:

- Processing your booking or enquiry
- Administering your membership or donation, including processing Gift Aid
- Providing you with the services or information you requested
- Running events
- Preparing members lists
- Keeping a record of your dealings with us
- In any other way we may describe when you provide the information
- For any other purposes with your consent

5. **Sensitive information**

We do not collect any personal information on members classified as 'sensitive' under the General Data Protection Regulation ("GDPR").

6. **Sharing your data**

In the course of our activities, we may need to share, or give access to, your personal data to third parties- for instance, your bank, HMRC for Gift Aid, tax and related matters, the Charity Commission, the Police or other regulatory bodies.

Apart from the circumstances listed above we will only share your personal data if we have your explicit and informed consent to do so.

We will never sell your personal data.

7. **How and where we keep your information**

We will ensure that there are appropriate physical and technical controls in place to protect your personal details and that confidential paper and digital records are securely stored.

We will ensure that your personal information is only accessible by appropriate officers of NHMC.

8. **Our duty to report breaches**

We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and there is a high risk that it will adversely affect you, we will inform you without undue delay.

9. **How long we keep your information**

We will only keep your information for as long as we need in order to process your membership, donation, booking, enquiry or other services. There are statutory timescales on how long we should keep certain information –for example, in respect of gift aid transactions, financial records and information associated with Health and Safety. We will delete your information in accordance with the appropriate statutory limits or guidance issued by the Information Commissioner.

10. **Your rights**

GDPR gives you certain rights which are listed below for your convenience .You have the right:

- To be informed when your personal data is being collected, what is collected and how it will be used or shared.
- Of access to your personal data which allows you to be aware of and verify the lawfulness of the processing of your personal data. You may also request a copy of the information which we hold on you.
- To have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances.
- To object to the processing of your personal data for specific reasons in certain circumstances
- To data portability In certain circumstances

We collect and process your personal data for legitimate reasons or because you have provided it to enable us to deliver a service to you. We will only process your personal data as you would reasonably expect. You may opt out of our general mailings at any time.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the office of the Information Commissioner.

11. **Changes to this privacy notice**

We may change this privacy notice from time to time. If we make any significant changes in the way we treat your personal information we will notify you directly.