



Welborne Village Hall Management Committee

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Welborne Village Hall Management Committee (WVHMC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Welborne Village Hall Management Committee complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To fundraise and promote the interests of the Welborne Village Hall charity;
- To inform you of news, events & activities offered as a part of the Welborne Village Hall Events Committee (a sub-committee of WVHMC);
- To enable us to administer events and activities within the environs of Welborne and Welborne Village Hall
- To enable us to provide services for the benefit of the public in the local geographical area as specified in our constitution;
- To administer our events distribution & notification mailing list;

4. What is the legal basis for processing your personal data?

- Via explicit consent of the data subject so that we can keep you informed about news, events & activities pertaining to Welborne Village Hall and locale.
- Processing is carried out by a not-for-profit charity provided: -
 - the processing relates only to those who have regular contact with it (Welborne Village Hall and locale) in connection with those purposes; and
 - that there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used for purposes connected with Welborne Village. We will not share your data with third parties.

6. How long do we keep your personal data?

In respect of data collected in order to run any Welborne Village Hall Events Committee activities and/or events, we keep data until the specific event has passed, and for no longer than three months after the event in question.

In respect of data collected to use for Welborne Village event notifications and/or advertising, this will be kept indefinitely.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Welborne Village Hall Management Committee holds about you;
- The right to request that the Welborne Village Hall Management Committee corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Welborne Village Hall Management Committee to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Welborne Village Hall Management Committee Secretary at welbornevillage@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

10. Privacy Notice Version

This Privacy Notice is Version 01 and was updated on 12th May 2018.