

DATA PRIVACY NOTICE

Nacton Village Hall

1. Your personal data – what is it?

Personal data is information relating 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?

Nacton Village Hall (NVH) is the data controller (contact details below). This means NVH decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

NVH 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.

NVH use your personal data for the following purposes:

To maintain the venue.

To enable us to provide a hire service for the public and organisations.

To administer our own hire records.

To manage our employees and volunteers.

To maintain our own accounts and financial records; ☐ To inform you of village hall news, events, activities and services.

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

NVH process your data:

Either NVH has a legal obligation to process your personal data including carrying out its obligations under employment, social security or social protection legislation.

Or NVH has explicit consent to process your personal data.

5. Sharing your personal data

Your personal data will be treated as confidential and will not be shared with other bodies unless legally required so to do.

6. How long do we keep your personal data?

We retain hiring records for two years.

We retain financial information for up to 6 years after the calendar year to which it relates.

We retain current Committee and Trustee personal data only while current.

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 NVH holds about you.

The right to request that NVH corrects any personal data if it is found to be inaccurate or out of date.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 NVH to retain such data.

The right to withdraw your consent to the processing of your data at any time.

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 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 or complaints please in the first instance contact the Honourary Secretary on email: **honsecretary.nactonvhall@gmail.com**

Or you can contact The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Tel 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/>