

## ISFIELD VILLAGE HALL

### GDPR - DATA PRIVACY NOTICE

Isfield Village Hall is committed to protecting and respecting your privacy.

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

It is likely that we will need to update this Data Privacy Notice from time to time.

The rules on Processing of Personal Data are set out in the General Data Protection Regulation (the "GDPR").

#### 1. Definitions

**Data Controller** - A Data Controller determines the purposes and means of Processing Personal Data. Isfield Village Hall is the Data Controller for this GDPR Data Privacy Notice.

**Data Processor** - A Data Processor is responsible for Processing Personal Data on behalf of a Data Controller.

**Data Subject** - A natural person

#### Categories of data: Personal Data and Special Categories of Personal Data

**Personal Data** - The GDPR refers to 'Personal Data' as any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special Categories of Personal Data** - The GDPR refers to sensitive Personal Data as 'Special Categories of Personal Data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, and trade union membership, and political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third Party** - means a natural or legal person, public authority, agency or body other than the Data Subject, Data Controller, Data Processor and persons who, under the direct authority of the Data Controller or Data Processor, are authorized to process Personal Data.

#### 2. The purpose(s) of processing your Personal Data

The law on data protection sets out a number of different reasons for which an organization may collect and process your Personal Data including:

##### Consent

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

*For example, when you provide your address and gift aid choice when joining The Friends of Isfield Village Hall in order for us to provide H.M.R.C. with the information they need to accept out claim for Gift Aid.*

### Contractual obligations

In certain circumstances we need your Personal Data to comply with our contractual obligations.

*For example, if you make a provisional booking of the village hall, we will collect your details in order to contact you to discuss your booking requirements, to send you our terms and Conditions of hire and Booking Form, to confirm your booking and to invoice you in due course.*

### Legal compliance

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

*For example, we can pass on details of people involved in fraud or other criminal activity, affecting Isfield Village Hall.*

### Legitimate interest

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

*For example, we may use your contact details to send you information, probably by email, about events and activities that we think might interest you, or to invite you to complete a survey response.*

For all data matters please contact the Isfield Village Hall Management Committee via email to [isfieldvillagehall@gmail.com](mailto:isfieldvillagehall@gmail.com)

## 3. The categories of Personal Data concerned

We process the following categories of your data:

Personal Data – we collect data about your interactions with us including name, contact details, email and postal address details, bank details, if you are a supplier to us who has provided those details in order to receive payment, and, if a staff member, bank details and other personnel-related information, such as NI number.

*For example, we collect data about a hire of the hall including event or activity name and contact details in order to confirm and record bookings and invoice you in due course.*

## 4. Our legal basis for processing your Personal Data

Our lawful basis for processing your Personal Data is as follows:

<b>Consent</b> of the Data Subject	We may share your Personal Data with other Third parties by agreement with you in advance.
Processing necessary for the performance of a <b>contract</b> with the data subject or to take steps to enter into a contract	Isfield Village Hall stores and processes your Personal Data in order to meet the obligations of our contract to supply or receive goods and services to or from you, and/or employment
Processing necessary for compliance with a <b>legal obligation</b>	Isfield Village Hall will store and process your Personal Data as necessary to meet our legal obligations.
Processing necessary to protect the vital interests of a Data Subject or another person	N/A
Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller	N/A

Processing necessary for the purposes of the <b>legitimate interests</b> of the Data Controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the Data Subject	Isfield Village Hall stores and processes your Personal Data in order to meet our legitimate interests as your supplier, if you are using our services, as your customer, if you are a supplier, to us and /or as your employer if you are a staff member.
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More information on lawful Processing can be found on the ICO website.

## **5. Providing us with your Personal Data**

We require your Personal Data in so far as it is necessary for us to meet our legal obligations and our contractual obligations with you and to meet our legitimate interests as your supplier, customer and/or employer.

If you fail to provide certain information when requested we may not be able to meet our contractual obligations to you or our legal obligations.

## **6. How we protect your Personal Data**

We know how much data security matters and we treat your data with care and take steps to protect it.

We secure access to all transactional areas of our website using 'https' technology.

Access to your Personal Data is password protected.

## **7. Sharing your Personal Data**

Your Personal Data will be treated as strictly confidential, and will be shared with our suppliers and customers when necessary to meet our legal and contractual obligations and for the purpose of our legitimate interests as your supplier, customer and/or employer. We may share your Personal Data with other third parties by agreement with you in advance.

## **8. Retention of your Personal Data**

We will keep your Personal Data for no longer than is reasonably necessary to meet our legal and contractual obligations and for the purpose of our legitimate interest as your supplier, customer and/or employer.

## **9. 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:

- i. The right to request a copy of the Personal Data which we hold about you;
- ii. The right to request that we correct any Personal Data if it is found to be inaccurate or out of date;
- iii. The right to request your Personal Data is erased where it is no longer necessary to retain such Data;
- iv. The right to request that we provide you with your Personal Data; and where possible, to transmit the data to another organization if this is technically feasible;
- v. 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;
- vi. The right to object to the Processing of Personal Data.

## **10. Transfer of Data Abroad**

Unless agreed otherwise with you, we will not transfer your Personal Data outside the United Kingdom or European Economic Area, or unless that data will be protected by the EU-US Privacy Shield.

### **11. Automated Decision Making**

We do not use any form of automated decision making based on your Personal Data within our business.

### **12. Further Processing**

If we wish to use your Personal Data for a new purpose, not covered by this Data Privacy Notice, then we will update this notice explaining the new use prior to commencing the Processing and setting out the relevant purposes and Processing conditions.

### **13. How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact the Isfield Village Hall Management Committee via email [isfieldvillagehall@gmail.com](mailto:isfieldvillagehall@gmail.com)

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 0303 123 1113 or via email to <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.