

# GENERAL DATA PROTECTION REGULATIONS

## The Upottery Village Hall (Manor Room) - GDPR PRIVACY STATEMENT

As part of the running of the Upottery Village Hall (Manor Hall) the committee keeps records of Hirers' details, as filled out in the hire agreement – the Hirer's name and address, telephone number and email address. This information is used for record purpose only.

Your personal information will not be shared with any third party without your prior consent.

### **Right to Process Information**

#### **GDPR Article 6 (1) (a) (b) (Data Protection Act 2018)**

Processing is with consent of the data subject and Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract (hire agreement)

#### Access to Information

A hard copy of the hire agreement is kept for a period of 12 months, and the details recorded by the Secretary. This information is only shared within the committee to assist in the running the hall and its functions. You have the right to request access to the information we have on you. You can do this by contacting us by post. You will be required to provide proof of identity.

#### Information Security

The database is password protected and is not passed to any other individual or organisation. When the 12 month period is up the Hirer detail will be either deleted or shredded whichever is appropriate.

#### Rights related to Automated Decision Making and Profiling

The Upottery Village Hall (Manor Room) does not use automated decision making or profiling of personal data.

#### Information Correction

Any Hirer may request to see what information is held by the committee. If you believe that the information that we hold on you is incorrect, you may contact us in order that we can keep your data accurate.

#### Right to object

We only hold Hirer details on our database that are essential to running of the Hall, but if you are unhappy with this, or believe that the details that we hold are incorrect, you may object and should contact the Village hall secretary on .....

#### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113