



## NOTICE TO HIRERS

The legislation relating to data protection changed on 25th May 2018 the General Data Protection Regulation (GDPR).

It is your right to control how organisations use your personal information and it's our responsibility to make sure that we handle any data you share with us fairly, lawfully and securely.

As a consequence we have updated our processes and controls to safeguard your information in accordance with the new regulations.

What this means to you is that we will let you know:

1. What details we are collecting
2. Why we are collecting them
3. How we will use them
4. Who we will share them with
5. When we will delete them

This information is contained in a new Privacy Notice so that you can easily see when, how and why we use your personal information.

## PRIVACY POLICY

In this privacy notice, "we", "us", "our" or "Charity" mean Tongham Village Hall, 75 The Street, Tongham Surrey GU10 1DD.

Tongham Village Hall values your privacy, and therefore does not disclose information to third parties without your express permission. We will only use the information that we collect about you lawfully in accordance with the provisions of the General Data Protection Regulation 2018. For the purpose of the General Data Protection Regulation 2018, the data controller is Tongham Village Hall.

### Scope of Privacy Notice

This notice applies to anyone who interacts with us in any way (for example by telephone, SMS, post, email, through our website or face to face).

### How we collect your personal information.

We will collect personal information from you and from third parties (anyone acting on your behalf). We will collect personal information from you through your contact with us, including by telephone, email, post, through our website, by filling in application and other forms, by entering competitions, through social media or face to face.

We will also collect information from other people and organisations including fraud detection and credit reference agencies.

We will also collect information from sources available to the public such as the electoral role and social media.

### What we use your personal information for

We process your personal information for the purposes set out in this privacy notice and also if there are legal reasons that require us or allow us to process your personal information.

By law, we must have a lawful reason for processing your personal information.

We process personal information about you if this is:

- enables us to provide the services for which you have contracted,
- it is in our or a third party's legitimate interests (see below)
- it is required or allowed by law



## Legitimate interests

Legitimate interest is one of the legal reasons why we may process your personal information. These legitimate interests include:

- managing all aspects of our relationship with you,
- marketing purposes,
- to help us develop services,
- to exercise our rights, to defend ourselves from claims and to keep to laws and regulations that apply to us and any third parties that we work with,

## Marketing preferences

We can use your personal information to send you marketing material and information if we have your permission or a legitimate interest described above.

We may use your personal information to send you marketing, delivered by hand, by post, by phone, by SMS, by email and through social media. If you do not wish to receive such material by any of the forms listed you may contact us at any time to update your preferences.

## Sharing your information

We sometimes need to share your personal information for the purposes set out in this privacy notice.

We may share your personal information with:

- Suppliers who provide products and services on our behalf
- People or organisations we have to, or are allowed to, share information with by law
- The police and other law enforcement agencies to help them perform their duties, or with others if we have to do this by law or under a court order

## Transferring information outside the EEA

We may use global information systems. This may result in the transfer of your information to countries outside the European Economic Area for the purposes set out in this privacy policy. Not all countries outside the EEA have data protection laws that are similar to those in the EEA and if so the European Commission may not consider that those countries provide an adequate level of data protection.

We take steps when using global information services that they are GDPR compliant and that we obtain evidence of their compliance.

## How long do we keep your personal information

We retain your personal information in accordance with the following criteria:

- How long you have been a hirer and when you stop being a hirer
- How long it is reasonable for records to show that we have met all our obligations to you as well as any legal obligations.
- Any periods for keeping information that are set by law or recommended by regulators, professional bodies or associations
- For as long as any proceedings may dictate.

# TONGHAM VILLAGE HALL PRIVACY POLICY



## Your rights

You have the following rights in relation to your information:

- Right to be informed - you have the right to be informed on the collection and use of your personal information in accordance with this privacy notice
- Right of access - the right to make a request for details of your personal information
- Right to rectification - the right to have inaccurate information about you rectified or completed if it is incomplete
- Right of erasure ('the right to be forgotten') - the right in certain circumstances to have personal information about you erased
- Right to restrict processing - the right in certain circumstances to request the restriction or suppression of your personal data
- Right to data portability - the right to obtain and reuse your personal data for your own purposes
- Right to object - the right to object to the processing of your personal data in certain circumstances

Whilst the regulation dictates that these rights may be exercised by giving notice either verbally or in writing, in the interests of all parties the Charity's preferred option is that any request in pursuit of these rights is made in writing.

## Data Protection Contacts

If you have any questions, comments, complaints, requests or suggestions about this privacy notice or your personal information held by the charity then please contact the Secretary at the charity's address.