

# Privacy Statement

Your information will be held by Little Gransden Village Hall, referred to as LGVH.

The Data Protection Officer to contact regarding any aspects of this policy is Sue Chase, e-mail [sue@sechase.co.uk](mailto:sue@sechase.co.uk)

## How we use your information:

This privacy notice is to let you know how we look after your personal information and to tell you about your privacy rights and how the law protects you.

## Our Privacy Promise:

We promise:

- to keep your data safe, secure and private
- not to share your data with a third party except where necessary to fulfil a contract we have with you
- not to give away or sell your data.

## Data Protection law changed on 25 May 2018 as the General Data Protection Regulations come into effect.

This notice sets out your rights under the new law.

## How the law protects you:

As well as our Privacy Promise, your privacy is protected by law. This section explains how that works.

Data Protection regulations say that we can use personal information only if we have a proper reason to do so; this includes any sharing of it outside the charity. The law says we must have one or more of these reasons:

- to fulfil a contract we have with you, or
- when it is our legal duty, or
- when it is in our legitimate interest, or
- when you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

LGVH holds your personal data predominantly to fulfil a contract that you have with us. For most of the information held our legitimate interest is the commercial

relationship related to the services we provide and support you with. We may hold some information for our own internal monitoring purposes.

### **Where we collect personal information from:**

We may collect personal information about you or your business from these sources:

- data you give to us
- when you talk to us on the phone
- in emails and letters
- data we collect when you use our services
- social networks.

### **Who we share your personal information with:**

We may share your personal information with these organisations:

- persons / organisations you ask us to share your data with.

We will never give your information to a third party without your consent.

We will never sell your data.

### **The information we use:**

These are some of the kinds of personal information that we use:

- identity data
- contact data, both personal and business
- financial data

### **Sending data offshore:**

We will not send your data out of the country.

### **Marketing:**

We will not use your personal information for marketing purposes.

### **How long we keep your personal information:**

We will keep your personal information for the period of your hire contract with us. After the hire period we are required to keep relevant records for statutory minimum periods for one of these reasons:

- to respond to any questions or complaints
- to comply with accounting regulations.

We will keep all hire related documentation for one calendar year from the end of the year in which the hire takes place. After that we will securely dispose of all

information that is not relevant for accounting purposes. Any documentation required for accounting purposes will be securely retained for the relevant statutory period (currently 7 years) and then securely disposed of.

### **How we store your personal data:**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way.

We also have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of the breach where we are legally required to do so.

### **How to get a copy of your personal information – these are your Subject Access Rights:**

You can access details of the personal information we hold by writing to or e-mailing us.

### **Letting us know if your personal information is incorrect:**

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this. If you do, we will take reasonable steps to check its accuracy and correct it.

### **What if you want us to stop using your personal information?**

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

However, there may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

### **You can ask us to restrict the use of your personal information if:**

- it is not accurate
- it has been used unlawfully but you don't want us to delete it
- it is not relevant any more, but you want us to keep it for use in legal claims
- you have already asked us to stop using your data, but you are waiting for us to tell you if we are allowed to keep on using it.

If you want to object to how we use your data or ask us to delete it or restrict how we use it, please contact us in writing or via e-mail.

### **How to withdraw your consent for non-statutory personal information:**

You can withdraw your consent at any time. Please contact us if you want to do so. If you withdraw your consent, we may not be able to provide certain services to you. If this is so, we will tell you.

## **How to complain:**

Please let us know if you are unhappy with how we have used your personal information. You can contact us in writing or via e-mail.

You also have the right to complain to the Information Commissioner's Office if we do not respond to your complaint appropriately and in a timely manner. Find out on their website how to report a concern.

Write to LGVH, c/o 5 Williams Close, Great Gransden, SG19 3QS or email the Data Protection Officer at [sue@sechase.co.uk](mailto:sue@sechase.co.uk)

## **GDPR - The Principles of Good Data Protection**

### **All data should be:**

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. available in line with the rights of an individual to access their own personal data; prevent it from being used for direct marketing; make changes to incorrect data and claim compensation for damaging data breaches.

A new 'right to be forgotten' allows an individual to request that online content is removed from an organisation's database. The Data Portability Act allows a person to request that all their personal data be transferred to another system for free.

7. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
8. Retained within the EEA and not transferred to any other countries that do not have the same level of data protection.

**To support the above:**

We have relevant security controls in place, both physically and electronically, to protect your data. These are supported by Data Audits we conduct to check related controls remain effective. All LGVH Trustees have been suitably trained in GDPR requirements and the controls and disciplines involved.

This document will be reviewed by the Village Hall Management Committee annually and updated as appropriate in the interim periods.

Reviewed, approved and signed 16 March 2023

Signed..... Date.....

Chair, Little Gransden Village Hall