

Coldridge Village Hall Privacy Policy

UK Charity Commission Number: 300799

Our contact details

Name: Mr I Kriznik, CVH Web Administrator
Phone: 01363 884233 / 07711 146038
E-mail: cvhwadmin@coldridgevillagehall.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identification data (e.g., names, addresses, telephone numbers, email addresses)
- Payment information connected with hall hiring

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons: -

- Hiring of the hall
- Settlement of approved hall operating expenses
- Your request to subscribe to our email list to receive notifications of news or events connected with the Village Hall (*)

We use the information that you have given us in order to: -

- Process invoices & payments as they arise and to support audit requirements for Village Hall accounts
- Keep you informed of Village Hall news and events (*)

() Note: these items above refer to a proposed future activity under consideration by Coldridge Village Hall.*

We will not share any personal information with third party organisations without firstly obtaining your express permission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: -

- (a) Your consent. You can remove your consent at any time by contacting the CVH Web Administrator (see details above)
- (b) We have a legitimate interest

How we store your personal information

Your information is stored securely as a digital record.

We will retain your information for as long as you maintain an active relationship with Coldridge Village Hall. If you cease to have an active relationship with Coldridge Village Hall or request to receive no further contact from us we will ensure your information is deleted from our records.

Your data protection rights

Under data protection law, you have rights including: -

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request relating to any of the above rights, we have one month (i.e. 30 days) to respond to you.

Please contact us through our CVH Web Administrator (details above) if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the CVH Web Administrator (details above).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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