

CHIDDINGLY VILLAGE HALL

Privacy Policy

Chiddingly Village Hall commits to protecting your privacy. We will only use information about you in accordance with the **General Data Protection Regulations** and other relevant legislation and regulations. Our Privacy Policy, which applies to anyone who works at or is engaged by Chiddingly Village Hall, is set out below; please read it with care as it describes how we will process your data.

The Privacy Notice explains:

What information we may collect about you

- How we keep your information safe
- What we may use your information for
- Who we may share your information with
- Your rights regarding the personal information you provide to us
- Generally, the lawful base on which we process your information is the fulfilling of your employment or engagement contract with Chiddingly Village Hall.
- For the purposes of Data Protection Act 1998 Regulation, Chiddingly Village Hall is the Data Controller.

Chiddingly Village Hall is registered with the office of the Information Commissioner under registration number Z3154404

If you have any questions regarding the Privacy Notice or any data protection matter, please contact:

The Documents Controller, Chiddingly Village Hall, Church Lane, Chiddingly, Lewes, East Sussex BN8 6HE

Data Security

When we collect personal data from you we store it under strict safekeeping and confidentiality measures. We use technical and organizational security measures to protect it against misuse. All of your data is held on personal, password protected computers by the Chairman, Vice-Chair, Treasurer and Secretary of Chiddingly Village Hall Management Committee.

We allow only those Committee members who need to process your data to have access. We meet the protection offered to you under the Data Protection Act 1998.

What we do with your data

We will keep information that identifies you only if you are engaged by Chiddingly Village Hall Management Committee as a sub-contractor. Such personal information could include:

- Your name
- Address
- Phone number
- Email address
- Bank account details
- Insurance details

We sometimes have to share your information with third parties to undertake business activities. Examples of such sharing are:

- Charities Commission
- Auditors
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How long do we keep your data?

We will keep your data for the duration of your contract and then for as long as is necessary for the relevant activity or as required by law.

Access to your information and Opting-Out

You have the right to ask for a copy of the personal information that we hold about you, to correct any inaccuracies in that information or ask us to delete such records unless we are prevented from doing so by law. If you would like to have a copy of this information please contact Stephen.tolhurst@btinternet.com or you may also wish to write to:

The Documents Controller, Chiddingly Village Hall Committee, Church Lane, Chiddingly, Lewes, East Sussex BN8 6HE

If you find any inaccuracies, we will correct them immediately. If you ask us to delete your records, we will destroy all of your personal information that we hold on our files.

You have the right to complain to the Information Commissioner's Office if we have not been able to satisfactorily resolve a problem about our handling of your personal information.