

THE WEST STOCKWITH GERTRUDE MORRIS MEMORIAL HALL CHARITY

DATA PROTECTION NOTICE

PRIVACY

This privacy policy is intended to inform you how the Charity gathers, defines, and uses personal information such as your name, address, telephone number and email address. All your personal information will be used in accordance with the Data Protection Act 1998. Enquiries about this privacy statement should be sent to the:

Secretary: Dave Harford
Benedict Cottage
Canal Lane
West Stockwith
DN10 4ET
Email: gmhvillagehall.weststockwith@outlook.com

WHAT IS PERSONAL DATA?

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual).

It applies to information we collect about:

- people who are referred to us by other persons, agencies, organisations
- people who contact us with an enquiry or complaint
- job applicants and our current and former employees
- people who participate in publicity for the West Stockwith Gertrude Morris Memorial Hall Charity
- People who receive remuneration from the West Stockwith Gertrude Morris Memorial Hall Charity

The Charity will never collect personal information about you without your knowledge and will only use that information for a known reason. Information provided will not be passed to outside organisations, agencies or individuals, unless there is a legal requirement to do so. Please see our Data Protection section below for further details

INFORMATION COLLECTION

The Charity may collect and process the following data about you:

- information that you provide by filling in Charity forms. This includes information provided at the time of submitting your contact details, completing application forms or requesting further information about our services
- information about your computer including your IP address, operating system or browser type
- Information received from a third party for example age and date of birth

The Information the Charity collect about you may be used to:

- send you further details of our services,
- contact you in response to any general or specific enquiries made by you,
- process any application submitted by you,
- ascertain whether you are eligible for a grant
- send you information about recent developments in areas in which you have expressed an interest.

DATA PROTECTION

The Charity is registered to process personal and sensitive personal data under the Data Protection Act 1998 (data controller).

The Charity collect data for the purposes of dealing with enquiries, providing or delivering Charity services or processing applications or complaints, and will use anonymised data wherever possible to protect confidentiality.

The Charity will use personal data where one or more of the following criteria apply:

- the Charity have your (or your appointed representatives) consent. For example, you may have indicated your consent on a paper or on-line form,
- the Charity have a contract with you or you have asked us to process your data prior to entering into a contract,
- The Charity are under a legal obligation that requires us to process your personal data, where the Charity is carrying out a public function,
- Where the Charity have a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms,
- it is required for the prevention or detection of crime, for obtaining legal advice or for the purposes of legal proceedings or it is used for research purposes.

WHO MAY THE CHARITY SHARE PERSONAL DATA WITH?

To ensure that the Charity provides you with an efficient and effective service, they will sometimes need to share your information with other parties that support the delivery of the service you may receive or to support the carrying out of our functions. In particular, the Charity may share information with the Charity Commission for the purposes of dealing with your enquiry. You will always be informed of this and given the opportunity to object. The Charity will not give information about you to anyone else, or use information about you for any other purposes, unless the law allows us to.

HOW LONG DOES THE CHARITY KEEP YOUR PERSONAL INFORMATION?

The Charity maintain information in accordance with our retention schedules which specify timescales for how long we hold your information. The law may specify the minimum amount of time we have to retain certain information. Please contact the Charity for more information.

WHAT IF I HAVE ANY CONCERNS ABOUT THE USE OF PERSONAL DATA OR IT'S ACCURACY?

If you have concerns about the use of your personal data by the Charity, or its accuracy, you may contact us at the address above.

HOW DOES THE CHARITY KEEP YOUR INFORMATION SECURE?

The Charity will take appropriate steps to make sure we hold records about you in a secure way, including:

- all employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data,
- procedures will have been put in place to maintain the security of all personal data from the point of collection to the point of destruction.

WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR PERSONAL DATA?

You have a number of rights in relation to your personal data. Please note that not all rights are automatic and some may not be available in certain circumstances:

- right to find out about personal data the Charity holds and ask for a copy of it (subject access request) - You can ask the Charity whether your personal data is held and you can request a copy of the information held,
- right to withdraw your consent – if you have provided the Charity with consent for use of your data, for instance, marketing purposes, you have the right to withdraw your consent to stop the further use of your data for that purpose. This right may not be available where use of your data is not reliant on obtaining consent, for instance, compliance with a legal obligation.
- right to object to use of your information which is likely to cause substantial damage or distress – you may object in writing to the Charity explaining why such use of your data is likely to cause you damage or distress and what should be done to prevent this. This right is not automatic and the use of your personal data for purposes you disagree with may be justified in certain cases even if it causes you some damage or distress
- right to refer to the Information Commissioner's Office - for independent advice about data protection, privacy and data sharing issues, or if you are still dissatisfied with how the Charity have handled a complaint about use of your data, you can write to the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.
Or email: casework@ico.org.uk

CHANGES TO THIS PRIVACY STATEMENT

The Charity keep our privacy statement and procedures under regular review where the latest version is detailed in the footer of this document.