



KINOULTON VILLAGE HALL COMMITTEE

Main Street, Kinoulton, Nottingham, NG12 3EL

Charity Reg. No. 522232

HIRERS' PRIVACY NOTICE

When you hire the Village Hall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, and send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us:

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Kinoulton Village Hall has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Kinoulton Village Hall at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Secretary to Kinoulton Village Hall. Requests should be sent to Kinoulton Village Hall, Main Street, Kinoulton, Nottingham, NG12 3EL.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Secretary to Kinoulton Village Hall. Requests should be sent to Kinoulton Village Hall, Main Street, Kinoulton, Nottingham, NG12 3EL.

Information Deletion

If you wish Kinoulton Village Hall to delete the information about you please contact Secretary to Kinoulton Village Hall. Requests should be sent to Kinoulton Village Hall, Main Street, Kinoulton, Notts, NG12 3EL.

Right to Object

If you believe that your data is not being processed for the purpose for which it has been collected, you may object by contacting the Secretary to Kinoulton Village Hall. Requests should be sent to Kinoulton Village Hall, Main Street, Kinoulton, Nottingham, NG12 3EL.

Rights Related to Automated Decision Making and Profiling

Kinoulton Village Hall does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Secretary to Kinoulton Village Hall. Requests should be sent to Kinoulton Village Hall, Main Street, Kinoulton, Nottingham, NG12 3EL and Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

SUMMARY:

In accordance with the law, Kinoulton Village Hall only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Kinoulton Village Hall does not use profiling, we do not sell or pass your data to third parties. Kinoulton Village Hall does not use your data for purposes other than those specified. Kinoulton Village Hall makes sure your data is stored securely. Kinoulton Village Hall deletes all information deemed to be no longer necessary. Kinoulton Village Hall constantly reviews our Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).