

## **EARSWICK VILLAGE HALL COMMITTEE**

### **PRIVACY POLICY**

This privacy policy sets out how Earswick Village Hall Committee uses and protects any information that you give Earswick Village Hall Committee.

Earswick Village Hall Committee is committed to protecting your privacy. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Earswick Village Hall Committee may change this policy from time to time. You should therefore check this website page periodically to ensure that you are happy with the changes.

Please take a moment to read and understand the policy.

All your personal information shall be held and used in accordance with the Data Protection Act 1998 (the 'Act') and the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. If you want to know what information we collect and hold about you, please write to us at: Earswick Village Hall Committee c/o Mrs J Cook, 8 Shilton Garth Close, Earswick, York YO32 9SQ. Earswick Village Hall Committee is the data controller of your information for the purposes of the Act.

### **WHAT WE COLLECT**

We may collect the following information

- Name
- Contact Information including email address and telephone number
- Demographic information such as postcode

We do advise, however, that as email is not recognised as a secure medium of communication, private information should not be sent by email.

### **WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to provide you with the best service we can offer.

Crucially, we will only use your personal data when the law allows us to. Most commonly, we will use your personal data for the following reasons:

- In regard to the hire contract we have with you
- Where we need to comply with a legal or regulatory obligation.

We may also use this information to:

- Maintain internal records

### **CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We do not use cookies.

## **LINKS TO OTHER WEBSITES**

The Earswick Village Hall Committee web page is part of the Earswick Parish Council Web Site.

## **CONTROLLING YOUR PERSONAL INFORMATION**

If you have previously agreed to us using your personal information you may change your mind at any time by writing to us at Earswick Village Hall Committee c/o Mrs J Cook, 8 Shilton Garth Close, Earswick, York YO32 9SQ.

We will not sell or distribute your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Earswick Village Hall Committee c/o Mrs J Cook, 8 Shilton Garth Close, Earswick, York YO32 9SQ.

If you believe that any information we are holding about you is incorrect or incomplete, please write or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.