

# Zeal Monachorum Village Hall Privacy Policy

Charity Number: 301026

## **Our contact details**

Name: Dr Michael Bostock (Treasurer)

Address: Yewtree Cottage, Zeal Monachorum, Devon EX17 6DH

Phone Number: 07850 142544

E-mail: [treasurer@zealmonachorum.org](mailto:treasurer@zealmonachorum.org)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers (names, addresses, telephone numbers, email addresses)
- Payments made for hire of the hall

## **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:

- Hall hire
- Subscription to email notification for news and events

We use the information that you have given us in order to process invoices and keep you informed of village hall news and events.

We may share contact information only with a local consultant to broadcast news and events; he/she may store that information (names and email address) on a secured third-party internet server.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the secretary.
- (b) We have a legitimate interest.

## **How we store your personal information**

Your information is securely stored.

We keep the information described above for 8 years We will then dispose your information by deleting our computer 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, we have one month to respond to you.

Please contact us via the secretary (address 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 via the secretary (address 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>