



## **TULLYNESSLE & FORBES COMMUNITY & HALL ASSOCIATION**

### **General Privacy Notice**

#### **1.0 INTRODUCTION**

In the course of normal business, Tullynessle & Forbes Community & Hall Association ("the Hall" or "we") is required to collect and use certain information, known as personal data, about individuals.

Such individuals, called Data Subjects, include, but are not limited to:

- Hall users or those who enquire about the hall
- Website visitors
- 50/50 Lottery participants
- Contractors
- Suppliers
- Other parties that the Hall (and/or the Board) has a relationship with, or may need to contact.

#### **2.0 PURPOSE**

This Privacy Notice describes how we process personal data to ensure that we:

- Comply with the relevant data protection legislation, including the UK General Data Protection Regulation (GDPR), and follows good practice
- Protect the rights of all relevant data subjects/individuals
- Are open and transparent about how we process personal data
- Protect individuals and ourselves from the risks of a data breach

#### **3.0 SCOPE**

The scope of this procedure applies to the following:

- All working locations (Home, Hall, Home Office, Office)
- All staff and volunteers
- All sessional workers/contractors operating on behalf of the Hall

#### **4.0 WHAT INFORMATION DO WE COLLECT AND WHY**

The Hall collects a range of personal information, including, but not limited to:

- Name
- Postal address
- Email address
- Date of birth
- Telephone numbers
- Bank Details

# TULLYNESSLE & FORBES HALL



The Hall is required to process your personal data for the following reasons:

Purpose	Legal Basis	Retention
Provision of services, e.g. to hire, or enquire about hiring, the Hall	Contract	Duration of contract plus 7 years
To process payments for hall hire and/or to return security deposits	Legal Obligation	As per legal retention period
To comply with legal or regulatory responsibilities, e.g. Health and Safety	Legal Obligation	As per legal retention period
To communicate with potential or existing customers about Hall Hire	Legitimate Interests	Duration of contract plus 2 years
To communicate with potential and existing customers to promote Hall services, events and activities, i.e. the Hall Mailing List*	Legitimate Interests	Refreshed every 2 years*

\*If, at any time, you no longer wish to receive emails or other communications from the Hall, you can unsubscribe using the link in each email, or contact us via [bookings@tullynesslehall.org](mailto:bookings@tullynesslehall.org). The Hall will conduct a Mailing List “refresh” every two years, where all those on the mailing list will be contacted and reminded that they can opt-out or unsubscribe from communications at any time, as above.

## 5.0 WHO HAS ACCESS TO YOUR DATA

Your information will only be shared internally within the Board and relevant Hall staff, as necessary to fulfil required tasks and in accordance with roles and responsibilities. On occasion, we may be legally required to share personal data, i.e. in the course of a legal, criminal or regulatory investigation.

We may disclose your personal data to third parties who provide us with goods and/or services, such as our bank and accountants. Where we do engage with such third parties, we do so on the basis of written instructions, i.e. contractual and confidentiality controls, to ensure the security of data.

## 6.0 HOW DO WE PROTECT YOUR PERSONAL DATA

The Hall have implemented a number of robust controls to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and not accessed by anyone except by our Board is the performance of their duties.

## 7.0 YOUR RIGHTS

As a data subject, you have a number of rights, in certain circumstances, as follows:

- Access and obtain a copy of your data, on request
- To change incorrect or incomplete data
- To delete or stop processing your data, in certain circumstances only
- To object to the processing of your data, in certain circumstances

If you would like to exercise any of these rights or if you have any queries about how your data is processed by the Hall, please contact us at [chair@tullynesslehall.org](mailto:chair@tullynesslehall.org)

If you believe that we have not complied with your data protection rights, you can contact the Information Commissioner’s Office (the ICO) via [www.ico.org.uk](http://www.ico.org.uk)

# TULLYNESSLE & FORBES HALL



This Privacy Notice is subject to regular review and change at any time. Its most current version will be published on the Hall website [www.tullynessleandforbeshall.co.uk](http://www.tullynessleandforbeshall.co.uk)

## 8.0 VERSION CONTROL

VERSION	DATE	DETAILS	AUTHOR/OWNER
1.0	April 2021	FIRST DRAFT	Gloria Malcolm
2.0	Aug 2022	Reviewed for accuracy and appropriateness by HJ. Finalised and published	Gloria Malcolm
3.0	Jan 2023	Reviewed to amend to Board and new email addresses	Gloria Malcolm