



TULLYNESSLE & FORBES COMMUNITY & HALL ASSOCIATION PRIVACY NOTICE

1 WHAT INFORMATION DO WE COLLECT AND HOW IS IT USED?

The Hall collects and processes a range of personal information which includes name, address, email address, telephone numbers and, for successful hall hires, bank or credit card details. Data is stored in a range of different places, including our bookings files, accounting system and email system. When you submit your personal details via our website contact form, we will use that information to respond to your message, but will not retain it for any other purposes. Please be assured that we will never buy, sell or trade personal data to any third parties.

2 WHY DO WE PROCESS PERSONAL DATA?

Your personal data is processed for the following purposes:

- To fulfil a contract for our services, e.g. hall hire;
- To comply with legal or regulatory requirements, such as to process payment for hall hires or return security deposits;
- To communicate with potential or existing customers, based on our legitimate interests;

3 WHO HAS ACCESS TO YOUR DATA?

Your information may be shared internally with the Committee, but only if access to the data is necessary for performance of their roles. On occasion, we may be legally required to share personal data i.e. in the course of a criminal or legal investigation. We may disclose your personal data to third parties who provide us with goods and/or services, including payroll and financial/accountancy providers. Where we engage third party suppliers to process data on our behalf, we do so on the basis of written instructions, ensuring the third party has implemented appropriate technical and organisational measures to ensure the security of data. Any sharing of personal data is subject to appropriate due diligence assessments, along with the implementation of contractual and confidentiality controls.

4 HOW DO WE PROTECT YOUR DATA?

The Hall have implemented controls to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Committee members in the performance of their duties.

5 FOR HOW LONG DO WE KEEP YOUR DATA?

The Hall will hold data relating to hall hires for the duration of our contractual relationship with you and for a period of 7 years thereafter, as per HMRC rules. In the case of queries or questions, data will be retained to enable a timely response and will not be retained thereafter. In cases where data is held for a longer period of time, where there is a legal or regulatory reason to do so, data will be deleted when it is no longer required for the legal or regulatory purpose it was held for.



6 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, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data in certain circumstances
- to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, or if you have any queries relating to the processing of your personal data, please contact us at tullynesslehall1@gmail.com

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via www.ico.org.uk

This policy is subject to regular review and change at any time and its most current version will be published here <http://www.tullynessleandforbeshall.co.uk/Governance/GDPR>