

DATA PRIVACY NOTICE

Crickhowell Parish Hall

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The management committee of Crickhowell Parish Hall (we/us) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Crickhowell Volunteer Bureau is a data processor acting on behalf of the management committee to collect contact details and manage bookings.

3. What data do we collect and what do we use it for?

We use your personal data for the following purposes: -

- Name and contact details for groups wishing to book the hall to enable us to manage your bookings. This data is collected and stored on our behalf by Crickhowell Volunteer Bureau.

4. What is the legal basis for processing your personal data?

- Processing is necessary for fulfilment of a contract in relation to bookings;

5. Our obligations

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and we will never share your data with third parties.

7. How long do we keep your personal data?

We retain your contact details until you tell us you no longer wish to be contacted by us.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

- Though very unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the data protection coordinator at dataprotection@crickparishhall.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.