



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual within the EU 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 Gwehelog Public Hall (registered charity 241168), governed by the Gwehelog Parish Hall Management Committee, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Gwehelog Parish Hall Management Committee complies with its 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.

We use your personal data for the following purposes: -

Group	What we hold	What is the legal basis we hold this information for	How Long we keep this information
Local Residents	Name and Email Address	Provision of our newsletter and information about events	At any point you choose to ‘opt out’ of our mailing list
Hirers of our hall	Name, Email Address, Phone Number	To contact you regarding your booking	Until 18 months have lapsed since your last booking
Potential hirers of our hall	Name, Email Address, Phone Number	To contact you regarding your booking	Until 18 months have lapsed since your last contact
Members of our Council and regular meeting attendees	Name, Phone Number, Email Address and Address	To contact you regarding meeting information	Until 18 months have lapsed since you last attended a meeting
Donors who choose to utilise Gift Aid	Name and NI Number	For tax purposes in compliance with HMRC gift aid rules	6 years

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with other organisations.

5. 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 request a copy of your personal data which Gwehelog Parish Hall Management Committee holds about you;
- The right to request that Gwehelog Parish Hall Management Committee corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Gwehelog Parish Hall Management Committee to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

7. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Robert Wigginton at info@gwehelogvillagehall.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.