

# NORTH WOOTTON VILLAGE HALL

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## Hirers Privacy Notice

When you hire the Village Hall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

North Wootton Village Hall Management Committee has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary (two weeks after your event hire). After which it will be deleted. (You may request the deletion of your data held by North Wootton Village Hall Management Committee at any time).

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Mr Jason Harper  
(jason@northwoottonvillagehall.org.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Mr Jason Harper  
(jason@northwoottonvillagehall.org.uk) to request this.

### **Information Deletion**

If you wish North Wootton Village Hall to delete the information about you please contact: Mr Jason Harper (jason@northwoottonvillagehall.org.uk) to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object:

Please contact Mr Jason Harper ([jason@northwoottonvillagehall.org.uk](mailto:jason@northwoottonvillagehall.org.uk)) to object.

**Rights Related to Automated Decision Making and Profiling**

North Wootton Village Hall Management Committee does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to North Wootton Village Hall Data Information Officer: Mr Jason Harper ([jason@northwoottonvillagehall.org.uk](mailto:jason@northwoottonvillagehall.org.uk)) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, North Wootton Village Hall Management Committee collects a limited amount of information about you that is necessary for correspondence, information and service provision. North Wootton Village Hall Management Committee does not use profiling, we do not sell or pass your data to third parties. North Wootton Village Hall Management Committee does not use your data for purposes other than those specified North Wootton Village Hall Management Committee makes sure your data is stored securely. North Wootton Village Hall Management Committee deletes all information deemed to be no longer necessary. North Wootton Village Hall Management Committee constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).