

St Gluvias Community Hall Association

DATA PRIVACY NOTICE

25 May 2018

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 Hall Management Group (HMG) is delegated by St Gluvias Parochial Church Council (PCC) to be the data controller for the St Gluvias Community Hall Association. This means that the HMG, under the Constitution of the Association, decides how your personal data is held and processed and for what purposes. The PCC retains overall responsibility in law. However, in practice, the PCC's terms of delegation give the HMG complete day-to-day responsibility.

3. How do we process your personal data?

The Hall Management Group complies with its obligations 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, by ensuring that appropriate technical measures are in place to protect personal data; and by incorporating promptly any changes advised by you.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public as detailed in our Constitution;
- To administer membership records;
- To fundraise and promote the interests of the Association which benefits from the status of the PCC as a charity exempted from registration;
- To manage our volunteers and those who provide services to the Association;
 - To maintain our own accounts and records (including the processing of invoicing for use of the hall and making gift aid applications in the PCC's name);
- To inform you of news, events, activities and services happening at St Gluvias Community Hall.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about hall and relevant parish events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid claims;
- Processing is carried out with the law by this not-for-profit religious body provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the Association with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain data: from a bookings application and from any bank statement while you continue to use, or provide services to, the hall and thereafter for one year; membership information is retained while current and thereafter for one year; gift aid declarations and associated paperwork are retained for up to 6 years after the calendar year to which they relate.

7. 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 the Hall Management Group holds about you;
- The right to request that the Hall Management Group 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 the Hall Management Group to retain such data – see section 6 above;
- The right to withdraw your consent to the processing at any time
- 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 lodge a complaint with the Information Commissioners Office².

8. 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Hall Secretary or the Hall Treasurer whose current details are available at:

www.stgluviashallpenryn.org.uk/contacts

10. Your obligations

If your personal data changes it is your responsibility to inform us of that change. We will not accept liability for any consequence any shortfall in this obligation.

1 Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

2 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.

ANNEX – Data held by HMG as data controller

The ‘personal data’ referred to in the policy above is confined to:

Membership details (this has not yet been properly developed)

- Name
- Contact details, typically email address
- Nature of association with Hall: typically group name

Booking information (as requested on Bookings Form):

- Name of person or organisation
- Group name (if applicable)
- Date/s of booking – copied to Calendar with reference to name of person or hirer if permitted on form
- Booking Contact details – as provided, generally:
 - Email address
 - Mobile and/or landline telephone number/s
 - Postal address for confirmation of booking (not always required)

Financial information

Fees payment details may include

- Details as on a cheque – these are not retained
- Name details for online payment or standing order – retained on bank statement
- Amount paid

Expenses payment details may include

- Bank account details – name, bank sort code, account number
- Amount paid

Gift Aid declaration

This information is passed to the PCC Gift Aid Officer in order to support the claim to HMRC

- Name
- Address
- Postcode
- Date

The schedule of data in this Annex has been compiled by Richard Hopper and is subject to possible future amendment as processes and procedures change.

24/05/2018