

# Edingale Village Hall Management Committee

## Privacy Policy

### **Our contact details**

Name: Edingale Village Hall Management Committee

Address: Edingale Village Hall, Moores Croft, Edingale, B79 9LJ

E-mail: edingalevillagehall@gmail.com

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- CCTV images

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Hall Bookings
- Attendance at Events

We use the information that you have given us in order to manage bookings and events

We may share this information with law enforcement.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

### **We have a legitimate interest**

CCTV images will be handed to law enforcement officers upon receiving reasonable written request for evidential purposes in accordance with the relevant data protection legislation.

## **How we store your personal information**

Your information is securely stored.

We keep CCTV recordings for 31 days. We will then dispose of your information by deleting the recordings

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## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [edingalevillagehall@gmail.com](mailto:edingalevillagehall@gmail.com) if you wish to make a request.

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## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [edingalevillagehall@gmail.com](mailto:edingalevillagehall@gmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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