

## **MAKER WITH RAME COMMUNITY HALL**

### **PRIVACY POLICY**

**Maker with Rame Community Hall** is a large venue which is run as a community facility by a small number of volunteers. We offer facilities for local groups and clubs, and we stage film, musical, and theatrical events, dances, parties, and exercise classes etc.

#### **Your personal data – what is it?**

This Privacy Notice explains when and why The Maker with Rame Community Hall collects personal information about its' users and service providers for users;, how we use it and how we keep it secure and your rights in relation to it.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

#### **Who are we?**

This Privacy Notice is provided by the Maker with Rame Community Hall Management Team.

The Maker with Rame Community Hall Management is run by a Management Committee, and is under the direction of the Chairman, together with 3 other elected members and 4 representative members from organisations in the local community, who work together to administer the Maker with Rame Community Hall and its' facilities.

For the purposes of the GDPR, those referred to above are joint data controllers. This means we are all jointly responsible to you for how we process your data.

#### **What data do we process? We process some or all of the following where necessary to perform their tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make pay for the use of or make donations to the Maker with Rame Community Hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers may be held;
- Similarly, where we ourselves pay for services to the Maker with Rame Community Hall, we will hold providers, financial identifiers such as bank account numbers and, payment/transaction identifiers;

## **How do we process your personal data?**

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To administer Maker with Rame Community Hall rental dues and payments;
- To enable us to maintain an up to date list of Maker with Rame Community Hall users and their contact details;
- To enable us to provide users with contact details of service providers, if they are required;
- To maintain our own accounts and records;
- To seek your views or comments;
- To notify you of changes to our services and Committee members;
- To send you communications which you have requested and that may be of interest to you. These will include information about or connected to the Maker with Rame Community Hall;
- To prepare and disseminate information as appropriate.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent.

It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, users and contractors. For example, we may need to provide names to or other users and organisations supporting Maker with Rame Community Hall activities.

## **How long do we keep your personal data?**

We will keep records for as long as you remain a user of/service provider to the Maker with Rame Community Hall; once you are no longer associated with the Maker with Rame Community Hall we will remove your personal data from our systems within 1 (one) year.

## **Your rights and your personal data**

You have rights with respect to your personal data under the GDPR:

1. To access your personal data
2. To be provided with information about how your personal data is processed
3. To have your personal data updated or corrected
4. To have your personal data erased in certain circumstances
5. To withdraw your consent or restrict how your personal data is processed
6. To have your personal data transferred to yourself or to another organisation in certain circumstances.
7. To withdraw your consent at any time for any processing of data to which consent was sought
8. To lodge a complaint with the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

Tel: 0303 123 1113.

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

### **Further processing**

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

### **Contact Details**

For more details, please address any questions, comments and requests regarding our data processing practices to: The Chairman, Maker with Rame Community Hall