

Hirer's Privacy Notice

When you hire the Village Hall or hold an event on the Playing Field, the personal information you provide, such as name, address, email address and phone number will be processed and stored so that it is possible to contact you, respond to your correspondence, provide information and send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Right to Process Information

Swanton Morley Village Hall Trust has the right to process information under GDPR Article 6 (1) (a) (b) and (c) when:

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 contract with the data subject or to take steps to enter into a contract.

Information Security

Swanton Morley Village Hall Trust has a duty of care to ensure the security of your 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 relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

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.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us via any method detailed at the head of this document so that we may update it and keep your data accurate.

Information Deletion

If you wish Swanton Morley Village Hall Trust to delete the information about you, please contact us via any method detailed at the head of this document.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Data Protection Officer

Rights Related to Automated Decision Making and Profiling

Swanton Morley Village Hall Trust does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may present your complaint to Swanton Morley Village Hall Trust via the Data Information Officer as detailed below, or to the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

The Data Protection Officer can be contacted as follows:

Clerk to Swanton Morley Parish Council

Swanton Morley Village Hall, Manns Lane, Swanton Morley, Dereham NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org