

## **Caste Caereinion Recreation Association Privacy Policy**

We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information on:

- Who we are,
- How and why we collect, store, use and share personal information
- Your rights in relation to your personal information
- How to contact us if you have a question or a complaint

### **Who we are**

The Castle Caereinion Recreation Association (CCRA) is responsible for the running of the Community Hall. The charity supports:

Education/training/Arts/culture/heritage/science and Amateur Sport for young, old and everyone in between.

CCRA collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulations which apply in the United Kingdom and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **Personal Information we collect**

We collect the following personal information that you provide to us: Name, address, email address, telephone number

We collect this information if you are a trustee, when you make a reservation for use of the hall, when you take part in hall events and if you decide to join our 100 Club.

This policy also applies to the Film Club that is being run by and on behalf of CCRA.

### **How we use your personal information**

We collect information about our users for the following purposes: reservations, bookings, confirmations, invoicing purposes, 100 club draw and, if you opt in, to keep you informed about hall events.

### **Your consent**

CCRA needs your consent to hold data about you. Any forms of documents that CCRA need you to complete (manually/electronically or over the phone) will ask for your consent and be clear about what the information will be used for if you choose to provide it. There are some circumstances where CCRA are only able to provide you with services if you consent to providing necessary information, for example, room/hall bookings.

### **Retention of personal data**

CCRA will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that CCRA will keep documents for a minimum period of time. External organisations (e.g. Charity Commission) may also keep information CCRA lawfully provide for periods of time determined by them.

### **Storing your data**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality

All physical data is held securely in a non-public location and any electronic data that is being kept is password protected.

### **Promoting a culture of data protection**

CCRA will regularly review and update its Privacy Policy. All new trustees will be briefed on CCRA data protection arrangements. All staff and relevant volunteers will be briefed on CCRA's data protection arrangements

### **Hall Hirers – Club/Society and Event Organisers**

The above entities have their own privacy policies and anyone attending any of these 'hirer events' should refer to the relevant club/society/event organisers' policy.

### **What rights do you have?**

Under the General Data Protection Regulations, you have a number of important rights free of charge. In summary those include the rights to:

- Fair processing of information and transparency over how we use personal information
- Access to your personal information and to certain other supplementary information that this Privacy Notice is designed to address
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affecting you
- Object in certain other situations to our continued processing of your personal information
- Otherwise restrict our processing of your personal information in certain circumstances
- Claim compensation for damages caused by our breach of any data protection laws

### **Disposal of Data**

At any time you may opt out of having your data collected. You may request data held about you to be destroyed using the contact details at the end of this policy document. If CCRA agree to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. CCRA will notify you in writing to confirm when and how it has been destroyed or permanently erased. CCRA may not agree to disposal of certain data if CCRA have a legitimate or legal need to retain it. Where there is a legal obligation to, CCRA will keep a record of destruction of data.

### **Sharing of data**

We may share your information with: law enforcement agencies in connection with any investigation to help prevent unlawful activity.  
We will not share your personal information with any third parties.

### **Contact Details**

If would like to contact us, please use the details below:

**Email:** **ann.elizabethjones1@gmail.com**  
**Telephone:** **01938 850 266**