

EXETER STREET HALL

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to data about 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. All processing of personal data is governed by the [EU General Data Protection Regulation](#) (the "GDPR").

2. Implementing Policy

The Hall, represented by its Management Committee, is the **data controller**. This means it decides how personal data is processed and for what purposes, and is responsible for ensuring that personal data is stored and processed in accordance with the Regulation.

3. How do we process your personal data?

The Hall complies with its obligations under the "GDPR" 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/or disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We may use your personal data for one or more of the following reasons:

- To maintain communication with shareholders
- To meet our regulatory and legal obligations
- To inform Hall volunteers of opportunities to participate in and/or support specific events and activities
- To provide information about activities and events taking place at the Hall and which are provided by external hirers
- To provide information about activities and events taking place at the Hall and which are organised by the Hall
- To provide updates regarding progress in restoring, and improving, the structure, fabric and facilities of the Hall.

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

Our compliance with the processing of personal data under the GDPR derives from one or more of the following conditions:-

- processing is necessary to meet a legal obligation, e.g to shareholders, and there is no disclosure to a third party without the **data subject's** consent.
- explicit consent from you, the **data subject**, so that we can keep you informed about our activities.
- in pursuance of the legitimate interests of the Hall in providing members of the Community with information regarding progress in restoring and maintaining a building of local importance and significance, as well as providing opportunities to support or participate in this process. We believe that the **data subject's** legitimate interest in protecting their personal data is not overridden by the Hall's legitimate interest in seeking to fulfill these objectives by virtue of the limited frequency and proportionate nature of the contact, and by the opportunity to opt out at any time.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the Hall organisation where appropriate, and only with your consent. The Hall has determined that it will not

share personal data (i.e. issue or receive such data) with any third party except where necessary, e.g. dietary requirements in respect of food events, etc.

6. How long do we keep your personal data?

We keep data only for clearly defined specific purposes and only for so long as it is needed.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to protecting your personal data: -

- The right to request a copy of your personal data which the Hall holds about you (**Data Access Request**);
- The right to request that the Hall corrects any personal data if it is found to be inaccurate or out of date (**Right to Rectification**);
- The right to request your personal data is erased where it is no longer necessary for the Hall to retain such data for legal or regulatory requirements (**Right To Be Forgotten**);
- The right to withdraw your consent to the processing at any time (**Right To Object**);
- The right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller (**Data Portability**);
- 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 (**Right To Restrict**);
- The right to object to the processing of your personal data, except where that processing is to meet legal obligations (**Right To Object**);
- The right to lodge a complaint with the Information Commissioner's Office (**Right To Complain**).

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 Manager via the Contact Form on the Hall website, www.exeterstreethall.org.

If you are not satisfied with the way we handle your complaint you can contact the Information Commissioners Office by ringing 0303 123 1113 or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, or by emailing ico.org.uk/global/contact-us/email/