



## 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 provisions of the UK General Data Protection Regulation (the GDPR) as amended by the [Data Protection Act 2018](#). (Terms in bold below have specific definitions in the GDPR and the Act.)

### 2. Implementing Policy

The Hall (Exeter Street Community Hall Ltd, 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 aims to comply 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 meet our regulatory and legal obligations
- To maintain communication with shareholders
- 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
- To provide updates on the restoration and improvement of 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.
- We have explicit consent from you, the **data subject**, so that we can keep you informed about our activities.
- We are providing members of the Community with information on the restoration and maintenance of a building of local importance, as well as providing opportunities to support or participate in our efforts.
- The **data subject's** legitimate interest in protecting their personal data is not violated, by virtue of the limited frequency and proportionate nature of the Hall's use of such data and the opportunity for **data subjects** to opt out of our communications at any time.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared within the Hall organisation only where appropriate and with your consent. The Hall has will not share personal data (i.e. issue or receive such data) with any third party except where necessary, for instance if there is a legal obligation to do so or the need to disclose dietary requirements to caterers.

## 6. How long do we keep your personal data?

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

## 7. Your rights and your personal data

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

- The right to request a copy of the personal data which the Hall holds about you;
- The right to request that the Hall corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary by law for the Hall to retain such data;
- The right to object to the processing of your personal data, except where that processing is to meet legal obligations;
- The right to withdraw your consent to the Hall's processing of your personal data at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data by the Hall, to request that a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

For a full list and explanation of your rights under current legislation see:

<https://www.gov.uk/government/publications/data-protection-rights-for-data-subjects>

## 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

If you have a query or complaint about the Hall's use of your personal data, please in the first instance contact the Hall Secretary at [secretary@exeterstreethall.org](mailto:secretary@exeterstreethall.org).

If you are not satisfied with our response you can contact the Information Commissioner's Office by ringing 0303 123 1113, by going to <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.