

DATA PRIVACY NOTICE
PINNER & DISTRICT COMMUNITY ASSOCIATION
Registered Charity No. 1160571

1. Your personal data - what is it?

Personal data relates to 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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Pinner & District Community Association, acting through its Board of Trustees, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Pinner & District Community Association 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 disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to maintain and manage the Pinner Village Hall, for the benefit of the inhabitants of Pinner and the surrounding area as specified in our constitution;
- To administer membership records and subscription collection;
- To fundraise and promote the interests of the charity;
- To manage our employees and any volunteers;
- To maintain our own accounts and records (including the processing of any gift aid applications);
- To manage and administer agreements for the hiring of the premises at Pinner Village Hall for private, commercial and Affiliated Member Group use;
- To inform you of news, events, activities and services running at the Village Hall;

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

- Pinner & District Community Association have identified a Legitimate Interest in processing personal data to achieve a lawful business objective;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and other persons who may from time to time hire premises at Pinner Village Hall ; and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with outside third parties.

6. How long do we keep your personal data

We retain membership data while it is still current; gift aid declarations, accounting and hiring documentation and associated paperwork for up to 6 years after the calendar year to which they relate; and minutes, agendas and correspondence relating to the constitution and charitable registration permanently.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the Pinner & District Community Association holds about you;
- The right to request that the Pinner & District Community Association corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Pinner & District Community Association to retain such data;
- The right to withdraw your consent to the processing at any time
- 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;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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 of complaints please in the first instance contact the Secretary, Pinner & District Community Association, Pinner Village Hall, Chapel Lane, Pinner HA5 1AA.

Alternatively, you may email to: administration@pinnervillagehall.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.