**DATA PRIVACY NOTICE**

**Glendaruel Village Hall**

**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 2016/679 (the GDPR)

**Who are we?**

Cathleen Russell is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Cathleen Russell

Feorlean, Glendaruel

cathleen.russell@mac.com

07764948373

**How do we process your personal data?**

* Glendaruel Village Hall complies with its obligations under 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 provide a voluntary service for the benefit of the community as specified in our constitution;
	+ To fundraise and promote the interests of the charity;
	+ To manage our trustees, management committee and volunteers;
	+ To maintain our own accounts and records.
	+ Our processing also includes the use of CCTV systems for the prevention of crime.
	+ To operate the Glendaruel Village Hall website and deliver the services that individuals have requested.
	+ To inform individuals of news, events, activities or services running at Glendaruel Village Hall.
	+ To process gift aid applications.
	+ To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered through Glendaruel Village Hall.

**What is the legal basis for processing your personal data?**

These fall under either article 6 or article 9

Examples: Article 6 processing

* Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract [If so, insert details of the contract];
* Processing is necessary for compliance with a legal obligation; [You will need to provide details of whether there is a statutory or contractual requirement to provide the data and if so, the consequences of not supplying the data].
* Processing is necessary to protect the vital interests of a data subject or another person;
* Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
* Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples: Article 9 Processing

* Explicit consent of the data subject to inform you of news, events and services.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
* Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent;
* Processing is carried out by a not-for-profit body and the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.
* Processing relates to personal data manifestly made public by the data subject;
* Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
* Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law;
* Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional;
* Processing is necessary for the reasons of public interest in the area of public health;
* Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes. [Where the personal data are collected direct from the data subject, the data subject must be informed whether he or she is obliged to provide the personal data and the consequences, if he/she does not provide the data].

**Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with Glendaruel Village Hall Trustees.

We will only share your data with third parties outside of the organisation with your consent.

**How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data

* To keep you informed about news, events, activities and services;
* To contact you with surveys about current events;
* All of the above.

**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 Cathleen Russell holds about you;
* The right to request that Cathleen Russell 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 Cathleen Russell to retain such data;
* 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 lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/about-the-ico/who-we-are/scotland-office/).
* Transfer of Data Abroad. If the personal data is to be transferred to countries or territories outside the EU you must include details of how the data will be protected, together with details of how to obtain copies of the relevant safeguards].

**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. Contact Details To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

Glendaruel Village Hall

Cathleen Russell

Feorlean, Glendaruel, PA22 3AH

07764948373

Cathleen.russell@mac.com

**APPENDIX 1**

**CONSENT**

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Glendaruel Village Hall holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

Name:

Address:

Telephone:

Email address:

Insert relevant purposes where you will be relying on consent to process the personal data, for example: -

* To keep you informed about news, events, activities and services;
* To contact you with surveys about current events;
* All of the above.
	+ By email [ ]
	+ by text [ ]
	+ by post [ ]
	+ by phone [ ]

You can grant consent to all the purposes; one of the purposes or none of the purposes.

Where you do not grant consent we will not be able to use your personal data to share information about news, events, activities etc except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

 If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting Cathleen Russell.

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

SIGNED

DATED

Glendaruel Village Hall

[Please note – if the personal data is not obtained directly from the data subject, the data controller will need to provide the data subject with the following additional items of information within 1 month of having received their personal data: -

* The categories of the personal data you are processing; and
* The source from where the personal data originates and whether it came from publicly accessible sources