



Hainworth Wood Community Centre

Privacy Notice

Hainworth Wood Community Centre is committed to protecting your personal information. We're transparent, and as such, we believe our privacy practices should be easy to understand. It is one of our fundamental responsibilities to protect the information entrusted to us. We ask that you read this Privacy Notice carefully as it sets out how we use and store your personal information (this means any information that identifies or could identify you).

When you request information from us, sign up to any of our services/ activities or hire our space, we obtain information about you. We will ask for your consent to retain this information, and make it clear what your information will be used for. This statement explains how we look after that information and what we do with it.

We have a legal duty under the General Data Protection Regulations (GDPR) to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Normally information we hold comes directly from you, as set out in our Data Protection Policy. Whenever we collect information from you, we will ask for your consent to collect this information and make it clear what the purpose of this collection is. You do not have to provide us with any additional information unless you choose to.

We store your information securely on our computer system (or in locked storage if physical), we restrict access to those who have a need to know, and we train staff and volunteers in handling the information securely.

If you have signed up to an event, activity or other service, when you sign up we will ask you for consent to pass your details to the volunteer/ worker/ organisation providing that service. That worker may hold additional information about your participation in these activities. We have an agreement in place with our volunteer/ worker/ organisation or any other agents or sub-contractors which we need to disclose your personal information to. They will only be able to use your personal information in accordance with this agreement. In addition, we may disclose your personal information if required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

We would also like to contact you in future to tell you about other events, activities and services we provide, to keep you informed of what we are doing and ways in which you might like to support us. You have the right to ask us not to contact you in this way and to ask us to remove the information which we hold on you. We will always aim to provide a clear method for you to consent for your information to be stored for this purpose. You can also contact us directly at any time to tell us not to send you any future marketing material or to remove your information by contacting us at:

The Data Controller: Hainworth Wood Community Centre, 109 Hainworth Wood Rd, Keighley BD21 5NG

hello@hainworthwoodcommunitycentre.org.uk

You have the right to a copy of all the information we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you).

To obtain a copy email or write to our Data Protection Officer at the address given above. We aim to reply as promptly as we can and, in any case, within the legal maximum of 40 days. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law 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.

Updating This Statement

We may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes. This Privacy Notice may change so please remember to check back from time to time. Where we have made any changes to this Privacy Notice, we will make this clear on our website.

Other Websites

This website contains links to other websites. We are not responsible for the privacy policies or practices of any third party.

DATE APPROVED: 21.2.22