



Winscombe Community Centre

Privacy Policy Statement

Address of Premise:	Winscombe Community Centre Sandford Road Winscombe Bristol BS25 1LP
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Author	Mike Turner
Position:	Trustee

Contents

1.	Introduction.....	2
2.	Who does this include?	2
3.	What information do we collect about you?	2
4.	Where do we get information about you?	2
5.	Why we collect and use your information?	2
6.	How long we keep your information?	2
7.	Who we share your information with	3
8.	How does the WCA store data and maintain Security	3
9.	Access to your information, Correcting mistakes, Withdrawing consent	3
10.	Contacting Us	3

PRIVACY POLICY STATEMENT FOR WINSCOMBE COMMUNITY CENTRE

1. Introduction

This privacy notice sets out how Winscombe Community Association handles your personal information in accordance with the General Data Protection Regime (GDPR). It identifies what and why data is collected, how it is used, and your rights in relation to the personal data we hold. This privacy notice will be reviewed on an annual basis and a copy is posted on our website.

2. Who does this include?

This policy covers all personnel involved with the WCA; in particular Trustees, Employees, Fund Raisers, Booking Secretary plus others who may assist in the efficient running of the centre via the agreement of the Board of Trustees. It is a requirement of those who are listed above to be acquainted with the requirements of this policy and those of the General Data Protection Regime (GDPR).

3. What information do we collect about you?

This includes some or all of the following information: name, telephone numbers, postal address, email address, bank details, payments, donations and the organisation and activities you represent.

4. Where do we get information about you?

The information we hold about you comes directly from you when:

- Entering into or enquiring about hiring a room at the Winscombe Community Centre.
- Becoming a Member of the Winscombe Community Association
- Making contact via our website using the 'contact forms'
- Sending an email to a Trustee
- Data collected via manual means, eg Attendance form at an AGM or surveys
- You are an employee or self employed contactor

5. Why we collect and use your information?

The majority of the information we hold about you is required to satisfy your contract with us, namely the hire of our facilities or your registering as a member of the WCA. This enables us to contact you, produce invoices, collect payments and return deposits, as appropriate.

Some information we collect may be necessary to fulfil our legal obligations, such as ensuring your safety in compliance with policies and Liability Insurance.

6. How long we keep your information?

We keep your information for as long as is necessary to complete the contract that you have with us and to facilitate ongoing communication. All data relating to archived bookers, members or other contacts will be deleted either before but not later than six years after archiving, unless to meet our legal obligations. Storage of any personal data will be held securely and where necessary correctly secured with passwords during this time.

7. Who we share your information with

We will not make your personal data available to outside organisations unless required to do so by law. This could be if a court or other UK law enforcement agency has asked for it, or if it is required by our insurers. We will not share your information for marketing purposes with anyone.

8. How does the WCA store data and maintain Security

The WCA takes the security of your personal data seriously. Organisational and technical security safeguards are in place to prevent unauthorised disclosure or access to your information. For memberships and room bookings we use third party systems who store data on our behalf and are GDPR compliant. The WCA uses Google Workspace for general file storage and email communications.

9. Access to your information, Correcting mistakes, Withdrawing consent

You have the right to know and request a copy of the information that we hold about you. If incorrect, incomplete or out of date, you have the right to request we update any information. Where we have obtained your consent to use your data you have the right to withdraw consent at any time.

10. Contacting Us

We can be contacted on email at assist@winscombeca.org.uk

More information about your rights under data protection legislation can be obtained from the Information Commissioner's Office website: <https://www.ico.org.uk>

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