



Winscombe Community Centre

Privacy Policy Statement

Address of Premise:	Winscombe Community Centre 11 Sandford Road Winscombe North Somerset BS25 1JA
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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.

Video (CCTV) and Photographic information may also be collected by the WCA or their agent within the WCA site and buildings for security and publicity purposes

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
- Within the location of video or photographic collection on the WCA site and buildings

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, pay wages 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.

WCA Video (CCTV) information, if collected, is used solely for the purpose of identifying individuals and vehicles if we suspect criminal activity on site or requested by legal authorities.

WCA Photographic (fixed or handheld) information if collected will be solely for the purpose of publicising the WCA on websites and social media.

If video or photographic data is being collected suitable notices will be provided on the WCA site and if necessary on our websites

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.

WCA Video (CCTV) information, if collected, will be held securely for no longer than 30 day after which it will be over written. Access to this data will be limited to individuals approved by the WCA Trustees unless requested by the authorities

WCA Photographic (static and handheld) information, if collected, will be stored securely on our Google Drive. Where necessary photographic data, which contains personal data, will be anonymised and source data deleted (eg identifiable faces or car registration numbers) within 60 days. Examples of which are:

- Photographs during WCA events taken by the WCA Trustees or Agent(s): notices informing the public that photographs are being taken will be posted. Individuals have 7 days to request photos not being shared on website or social media. Photographs showing children can only be used with parental or guardian consent.
- Static Photograph methods such as timelapse during events or construction will be anonymised with source data deleted prior to final storage or public sharing. Notices will also be posted as above

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 personal information, with the possible exception of Video and photographic data for marketing purposes with anyone.

If Video and photographic data is used or shared for publicity purpose, the safeguards provided in the above sections will be adhered to.

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. For personal data of employees, additional security measures will be taken such as: the use of paper only methods which are stored securely or electronic data stored on a limited access google drive. Access to the limited drive will be via approval by the Board of Trustees.

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>

11. Management and Next Review

The WCA Trustees are all responsible for Data Management and Protection. This policy will be normally reviewed annually with the next review and update due by Jan 2026.