

Hale Community Centre

Privacy Policy



Hale Community Centre

Hale Community Centre takes the management and security of your personal information seriously and has appropriate controls in place to ensure it remains secure.

This policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

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").

Who are we?

Hale Community Centre is the data controller and is registered in England as a charity (Charity No 1132822) and as a charitable company limited by guarantee (Registered company number 06872992); our registered address is 130 Upper Hale Road, Farnham, Surrey GU9 0JH.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Contact Details

Any questions regarding this Policy and our privacy practices should be sent to the Centre Manager by email – manager@halecommunitycentre.org.uk or by writing to:-

Hale Community Centre, 130 Upper Hale Road, Farnham, Surrey, GU9 0JH

How do we collect information from you?

We obtain information about you when you use our website or place a booking with us through our Hallmaster Booking System or if you register to receive one of our newsletters or be updated with information on volunteering opportunities or activities being offered.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. Any personal data that we collect will only be in relation to the work we do with our users and through our relationship with supporters, donors and funders.

How is your information used?

We may use your information to:

- enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our aims and objectives;
- carry out our primary business: room hire and promote events and activities within Hale Community Centre
- fundraise and promote the interests of the charity;
- manage our employees and volunteers;
- maintain our own accounts and records (including the processing of gift aid applications) including processing of invoices;
- inform you of news, events, activities and services running at Hale Community Centre.
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest

Hale Community Centre 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 review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

Who has access to your information?

There is no disclosure to a third party without consent.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so, for example providing monitoring data to our funders. We will take steps to anonymise the data we provide (i.e. collective reporting on gender, ethnicity, age, etc.). If identifiable data is to be shared we will seek your consent.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about Hale Community Centre, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. You can change your marketing preferences at any time by contacting us by email info@halecommunitycentre.org.uk.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at info@halecommunitycentre.org.uk

Security precautions are in place to protect the loss, misuse or alteration of your information

Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. Your details given to us for invoicing purposes are password protected and not shared with any third parties.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Review of this policy

We keep this Policy under regular review. This Policy was last updated in July 2021.