



# Hale Community Centre

## Confidentiality & Data Protection Agreement

### This agreement applies to staff, consultants, contractors and volunteers

Hale Community Centre is registered in England as a charity (Charity No 1132822) and as a charitable company limited by guarantee (company number 06872992) whose vision is to be at the heart of the community providing a sustainable, secure and welcoming space that is valued and supported by the people of Upper Hale and the surrounding area.

At Hale Community Centre we are committed to protecting personal information and we take our responsibilities regarding the security of personal data very seriously. Our [Privacy Notice](#) can be download from our website – [www.halecommunitycentre.org.uk](http://www.halecommunitycentre.org.uk) – explains what personal data we collect, how and why we use it, who we disclose it to and how we protect it.

Hale Community Centre acknowledges its rights and obligations under GDPR regarding controlling and processing data; all staff, consultants, contractors and volunteers who have or will have access to confidential, personal, or sensitive information must agree to and sign this agreement to confirm they understand their obligations with regards to handling, storage and sharing confidential, personal and sensitive information in accordance with the [Hale Community Centre Privacy Policy](#) and [Privacy Notice](#), our procedures; and in compliance with General Data Protection Regulations (GDPR).

If the circumstances arise that a staff member, consultant, contractor or volunteer breaches this agreement, then we would work with them to understand the circumstances surrounding the breach before deciding on a way forward, which may include asking them to step down from their role.

I have read and agree to comply with the above agreement

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	

Hale Community Centre is the data controller and responsible for any personal data collected. As part of your role, you will be provided with support and information relevant to this specific role and we encourage you to ask for GDPR support whenever you need it.

Any questions regarding our privacy practices should be addressed to the Centre Manager and sent by email to [manager@halecommunitycentre.org.uk](mailto:manager@halecommunitycentre.org.uk) or write to Hale Community Centre, 130 Upper Hale Road, Farnham, Surrey GU9 0JH or you can call 01252 722362.