

# Talaton Parish Hall - Privacy Notice

## **Our contact details**

Name: Talaton Parish Hall

Address: Talaton Parish Hall, Talaton, Devon, EX5 2RF

Phone Number: Alan Franklin (Secretary) 01404 515010

E-mail: alanfranklin55@gmail.com

Website: <http://www.talatonparishhall.org.uk/community/talaton-parish-hall-20652>

Facebook page: [www.facebook.com/TalatonParishHall](http://www.facebook.com/TalatonParishHall)

## **What type of information do we have**

We currently collect and process the following information:

- Personal identifiers, contact details including, address and email address
- Phone number and dates of hall hire.
- Information for invoicing purposes

## **How do we get the information and why do we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Hire and usage of the Talaton Parish Hall or it's equipment.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting Alan Franklin 01404 515010 or AlanFranklin55@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(f) We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to:

Facilitate the management and hire of the hall and any equipment owned by Talaton Parish Hall.

We never share your information with other organisations or individuals.

## **How we store your information**

Your information is securely stored by our Trustees (Treasurer, Secretary, Bookings Secretary)

We keep your information for a maximum of 7 years. We will then dispose your information by deleting any digital information or shredding of any physical documentation.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us through Alan Franklin by phone 01404 515010 or email AlanFranklin55@gmail.com if you wish to make a request.

## **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113