

Weeke Community Centre

Data Protection and Privacy Policy

Weeke Community Centre (hereinafter referred to as "We") are committed to protecting and respecting your privacy; and processing any personal data you provide to us in a responsible way. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 ("the Act") and the General Data Protection Regulations 2018 ("the Regulations"), we are the data controller.

Who will hold your information?

Weeke Community Centre is a Charitable Incorporated Organisation run by Trustees and staff which maintains and manages the use of the Community Centre in Taplings Road, Weeke, Winchester. We are registered in England and Wales under Charity Number 1171579 and our registered office is Weeke Community Centre, Taplings Road, Weeke, Winchester, Hampshire, SO22 6HG.

Information we may collect from you

We may collect and process the following data about you:

Personal contact details when you contact us through our website, by email, telephone or in person.

Any credit card or debit card information that you submit either through the website or via email or telephone is processed directly through a payment server of a credit card processing company. Bank details may be held for the purposes of returning deposit payments. We hold a receipt of payments until after the hire event, and then this copy is destroyed.

If you communicate with us via email or social media, we may keep a copy of this correspondence.

Photographs and video recordings may be taken during some activities. In most cases these are taken by the hiring organisation/person and are subject to their Privacy Policy. In some cases, we may take photographs or video for publicity or development purposes. If we take photographs or video recordings we will ask the permission of and record their consent of any person who might be identifiable, or in the case of a person under 18 years of age, their parent or guardian.

Where we store your personal data

The data that we collect from you may be held locally in paper form in our filing system; or may be held electronically on a secured server (the 'cloud') and may be transferred to, and stored at, a destination outside the European Economic Area

("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our partners (e.g. our Bank). Such staff may be engaged in, among other things, the processing of your payment details. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Once we have received your information, we will use strict procedures and security features appropriate to the nature of the data to try to prevent unauthorised access. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk, and we accept no liability if security is breached.

Uses made of the information

We use information held about you in the following ways:

To communicate, negotiate and carry out our obligations arising from any contracts entered into between you and us.

To notify you about updates and changes to our terms of hire or provision of service.

We may use your data to contact you about events or advertising opportunities that may be of interest to you. You have the right at any time to stop us contacting you for marketing purposes. We won't send you marketing messages if you tell us not to, but we will still need to send you occasional service-related messages. If you no longer wish to be contact for marketing purposes, please email us to update your preferences.

Our site may, from time to time, contain links to and from the websites of our partners, networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Disclosure of your information

We may disclose your personal information to third parties:

In the event that we arrange, sell or buy any business, arrangement or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets (e.g. if we organise a third-party to supply a service on your behalf, such as Weeke Social Club, a DJ or Door Staff).

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation (especially but not restricted to Safeguarding of Children and Vulnerable Adults), or in order to enforce or protect the rights, property, or safety of us, our customers, or others. This includes exchanging information with other organisations for the purposes of fraud protection and credit risk reduction.

Access to information

You have the right to access the personal information that we hold about you. This is sometimes called a “Subject Access Request”. If we agree that we are obliged to provide personal information to you (or someone else on your behalf) we will provide it, you or them free of charge.

Before providing personal information to you or another person on your behalf, we may ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If any personal information we hold is inaccurate or out of date, you may ask us to correct it.

Right to stop or limit processing of your data

You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances.

If you would like to exercise these rights, please contact us via email or in writing.

How long do we keep your information for?

We will retain your personal information for the period necessary to fulfil the purposes outlined in this privacy policy unless a longer retention period is required or permitted by law.

Changes to our privacy policy

We keep our privacy policy under regular review. Any changes made will be posted on our website and, where appropriate, notified to you by e-mail. This privacy policy was most recently updated in December 2018.

Contact Details

If you would like to exercise one of your rights as set out above or you have a question or a concern about this policy or the way your personal information is processed, please contact us by the following means:

By Email – info@weekecommunitycentre.co.uk

By Post – Data Protection Officer, Weeke Community Centre, Taplings Road, Weeke, Winchester, Hampshire. SO22 6HG.