

Hungarian Cultural Association

Privacy Notice

effective 25 May 2018

Definitions

HCA or "**we**" is the Hungarian Cultural Association in Guildford. HCA is the data controller.

"You" may mean any person who is or has been a volunteer, contractor, beneficiary member, customer or mailing list member of the HCA within the period for which personal data must be kept by law.

Volunteer is any person who is assisting the operations of HCA without payment, whether or not they entered a formal volunteer agreement. This includes Directors/Trustees.

Contractor is any person who is contributing to the operations of HCA and receives a pre-agreed payment. Contractors will always have a contractual agreement with HCA.

Beneficiary member is any person or family member of a person who regularly participates in the activities of HCA and therefore entered a membership agreement and paid a membership fee.

Customer is any person or family member of a person who is not a beneficiary member but has participated or would like to participate in any fee paying or free event organised by the HCA.

Mailing list member is any person who consented to receive regular email updates of HCA.

Personal data is anything that by itself or with other data can be used to identify you.

Why do we hold personal information about you?

We are using your data for our legitimate interests:

- to ensure that our events and activities are safe and our services are performed to the highest standards;
- to ensure we can contact you in case there are changes in the operations or events you need to know about;
- to correctly calculate the price of our services to you;
- to perform our reporting, accounting and tax obligations;
- to claim GiftAid;
- to fulfil our charitable objective of keeping the community informed about events and activities relating to Hungarian culture or relevant for Hungarians living in the UK, including information from third parties that we deem relevant to you.

The types of personal data we collect, hold and use

Type of data	Volunteers	Contractors	Beneficiary Members	Customers	Mailing List member
Name	✓	✓	✓	✓	✓
Email	✓	✓	✓	✓	✓
Phone	✓	✓	✓	✓	
Address and other contact information (including GiftAid declaration)	✓	✓	✓	✓	
Previous order / payment information			✓	✓	
Name and age of children			✓	if provided in order / payment reference	
Special considerations (eg. medical conditions, bursary requests, conflict of interest declarations)	✓	✓	if provided	✓	
Third party references including DBS	✓	✓			

Storing of and access to personal data

Personal data can be stored physically on paper or electronically. Access to personal data in any form is stored securely and is restricted to people who need to know, that is Directors/Trustees.

Sharing of personal data

Your personal data will only be shared with third parties in the following circumstances:

- if required by law;
- if required by legal or accounting professionals to complete reporting and tax obligations or to resolve legal disputes;
- if required for safeguarding of children or vulnerable adults;
- in case of medical emergencies.

We will never share your personal data with third parties for marketing or advertising purposes.

Communication preferences

Our standard communication is by email. You may request at any time to be added to or removed from the email communication by writing to info@hcaguildford.org.uk.

Occasionally we may communicate with you via phone or text message in case of urgency, eg. last minute cancellations.

We will not use postal communication unless it is required to share documents with original signatures (eg. contracts, cheques)

How long do we hold the data

We hold name and email information of mailing list members until you unsubscribe.

We hold and use personal data of volunteers, contractors, beneficiary members and customers while you are using HCA services or are in a contractual agreement.

We may retain personal data of volunteers, contractors, beneficiary members and customers after the end of the services or contractual agreement, where required for legal or regulatory requirements (eg. accounting or tax obligations). We will retain your name and email information as mailing list members, until you unsubscribe.

Your rights under applicable data protection law

You have the right to be informed about how we use your personal data.

You have the right to know what data we store about you.

You have the right to have your incorrect personal data corrected or incomplete personal data completed.

You have the right to object to processing of your personal data, restrict its processing or have it deleted, as long as it does not limit us in fulfilling our legal and regulatory obligations or put you or your family at risk.

You have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk.