

**TOWNLEY MEMORIAL HALL LTD
THE FULBOURN CENTRE**

GENERAL PRIVACY NOTICE

Personal data – what is it?

‘Personal data’ is any information about a living individual which allows them to be identified from that data (for example a name, photographs, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human rights Act.

Townley Memorial Hall will comply with the data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to those purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate security measures are in place to protect your personal data and to protect it from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names (including aliases), titles, photographs
- Contact details such as telephone numbers, addresses and email addresses
- Financial identifiers such as bank account numbers and/or payment/transaction identifiers (where you make payments to us)

What is the legal basis for processing your personal data?

Townley Memorial Hall is a registered charity (No.1100947) and a Company Limited by Guarantee (No. 4735777) that administers the Fulbourn Centre under a memorandum of association which established the objects and powers of the Company and is governed under its articles of Association.

We use your personal data for some of the following purposes:

- To hire out accommodation in the Fulbourn centre, to understand what we can do for you and inform you of the services we offer
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media
- To help us build a picture of how we are performing
- To maintain our own accounts and records

- To seek your views,, opinions or comments
- To notify you of changes to our services, charges, events and staff/trustees or other role holders
- To send you communications which you have requested or that may be of interest to you
- To process relevant financial transactions including grants and payments
- To allow the statistical analysis of data so we can plan the provision of services

Most of your personal data is processed in compliance with the legitimate interests condition. This says if we have a good reason to process your personal data then we may do so without your explicit consent so long as there is no unwarranted impact on you. You have the right to object to us relying on the legitimate interests condition for processing your data. If you object then we will immediately stop processing your data on this basis.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

We will always take into account your interests and rights. This Privacy notice sets out your rights and Townley Memorial Hall's obligations to you.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits. In general, we will endeavour to keep data only for so long as we need it. This means we will delete it when it is no longer required.