

## **Data Protection Privacy Notice for Hirers**

References to “we”, “us” or “our” in this Privacy Notice are references to The Winn Hall Memorial Parish CIO (“CIO”), a charity registered in England and Wales, registered charity number: 1173517.

Preservation of your privacy is important to us and we are committed to;

- keeping your personal data in accordance with the Data Protection Act 1998 (as amended) and the General Data Protection Regulations; and
- letting you know how we use your personal data and to making only responsible use of your data.

### **1. Information about you**

1.1 We collect and keep personal data about you when you make a request to hire The Winn Hall, Dunsfold and its facilities. This will include your name, title and contact details (and in some cases bank details).

1.2 We will not hold personal data longer than necessary.

### **2. Our use of this information**

2.1 Your personal data will only be used by us in connection with your hiring of The Winn Hall and its facilities.

2.2 We will not share your personal data with any third party without your consent, unless required by law to do so.

### **3. Security**

3.1 We will take all reasonable precautions to prevent the loss, misuse or alteration of the personal data you give us.

3.2 Communications about your hiring of the Winn Hall and its facilities will be sent by post, e-mail or text message. Communications will not be sent in an encrypted form and e-mail, unless encrypted, is not a fully secure means of communication. Whilst we endeavour to keep our computer systems and communications protected against viruses and other harmful effects, we shall not be responsible for all communications being virus-free.

### **4. Correcting and deleting personal data**

If you would like us to correct or update any of your personal data we are holding, or if you would like your personal data deleted from our records, then please contact David Airey by email on [d.airey1@btinternet.com](mailto:d.airey1@btinternet.com). However personal data will not be deleted for as long as we have a legal or accounting obligation to keep it.