

## **Bentley Memorial Hall Association (BMHA) Data Privacy Notice**

The BMHA is a registered charity set up to run the Bentley Memorial Hall. This document explains the policy of BMHA for protection of any personal data it collects and uses.

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The BMHA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The BMHA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To manage the hall's facilities and administer hall bookings.
- To enable us to run the 100+ Club, collect annual subscriptions and identify and publicise prize winners.

The BMHA will not use your personal data for marketing purposes.

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject to enable the above.
- There is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the BMHA in order to carry out the above. We will only share your data with third parties with your consent.

### **6. How long do we keep your personal data?**

We keep any data in relation to the 100+ Club for a total of 7 years after it was last used and all other data for 2 years after it was last used. In both cases, data will be retained for longer if we are required to do so for legal reasons

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the BMHA holds about you;
- The right to request that the BMHA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the BMHA to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the BMHA Trustees at Bentley Memorial Hall, Alton Rd, Bentley GU10 5NB.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.