

**(DOSCA) PRIVACY POLICY**

Address: Downley Community Centre, Old School Building, School Close, HP13 5TR

Registered charity number: 1108347

**The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (names, address, email address and telephone number)
- Bank details for the payment of any service invoice to an individual
- CCTV images

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:-

- For the purpose of an individual hiring contract
- As representative of a corporate hirer or an association or charity
- To become a member of the charity
- In payment for a service provided by you
- From a complainant
- For requesting a grant from DOSCA

We use the information that you have given us in order to:-

- administer the hiring contract for the hire of our facilities
- administer our register of members and send legal notices to our members
- issue invitations to members' events
- pay invoices for services provided by you to us
- to respond to any complaints raised to us by a complainant
- to provide security for our premises and its hirers
- to process your request for a grant

We will only share this information if required by law, regulators or tax authorities.

We take advantage of CCTV to ensure the security of the building. The CCTV system installed in this building was implemented by the widely recognised company ADT and complies with all current regulations concerning the storage of visual data. This has been fully endorsed by Thames Valley Police and does not overlook any boundaries of the property. No data collected by this system will be made available to the public under any circumstances but may be given to the Police in pursuit of an official enquiry. We keep this data for a period of 28 days.

**In addition to the above, under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:**

(a) Your consent through an individual membership form. You are able to withdraw your consent and current membership at any time. You can do this by contacting the Secretary on [membership@downleycommunitycentre.org.uk](mailto:membership@downleycommunitycentre.org.uk)

*You consent to us processing your data when sending us a grant award application.*

(b) We have a contractual obligation.

Hirers have a contract with us and we need to process your data to fulfill the hiring obligations for regular hire. You can cancel your hiring arrangement by contacting the bookings manager on [bookings@downleycommunitycentre.org.uk](mailto:bookings@downleycommunitycentre.org.uk).

Regular hirers must also be members of the charity and details will be processed to form the membership records.

If a third party provides services to us we may retain data to facilitate contact and payment in relation to the service provided.

### **How we store your personal information**

Your information is securely stored on personal computers and in paper records by the Bookings manager, Secretary or Treasurer of DOSCA or grant committee member as appropriate. E mail records to a DOSCA address and are retained for a period of seven years.

We keep data resulting from hiring forms and service contracts and financial information for 7 years after the hire period or contract has ended. We will then dispose of your information by destroying paper records and deleting on line records which are not required to be kept permanently.

The charity's register of voting members is required to be retained permanently. If you are no longer a member your details will be deleted from the current register but will be retained on the permanent historical record.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us on [membership@downleycommunitycentre.org](mailto:membership@downleycommunitycentre.org) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [complaints@downleycommunitycentre.org.uk](mailto:complaints@downleycommunitycentre.org.uk) or in writing to: The Secretary, Downley Old School Community Association, Downley Community Centre, School Close, Downley, Bucks HP13 5TR.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>