

# BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

**Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS**

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## PRIVACY POLICY

The purpose of this Policy Statement is to set out clearly and fully your rights and the responsibilities and obligations that Buxhall Village Hall Management Committee has when processing personal data. Sometimes the use of your personal data requires your consent, which the Committee will first obtain.

### **What is Personal Data**

Personal data is any information about a living individual which allows them to be identified from data such as name, photograph, address, email address or telephone.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number), will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access the Committee facilities and services. Your personal information will not be shared or provided to any other third party.

### **Information Security**

Buxhall Village Hall Management Committee respects your privacy. It will ensure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

The Committee will only keep your data for the purpose it was collected for and only for as long as is necessary. After which the Committee will ensure it is destroyed securely.

### **Children**

The Committee will not process any data relating to a child (under 16) without the express parental and/or guardian consent of the child concerned.

## **YOUR RIGHTS**

### **Access to Information**

You have the right to request access to the personal data the Committee holds on you. You can do this by contacting our Data Information Officer (Secretary of the Committee).

### **Information Correction**

If you believe that the personal data the Committee holds about you is incorrect or incomplete, it is your responsibility to inform it.

### **Information Deletion**

You can request for the Committee to erase the personal data held about you. The Committee will confirm that the personal data has been deleted or the reason why it cannot be deleted (this may be to ensure compliance with the legal obligation).

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### **Right to Object**

You have the right to request that the Committee stop processing your personal data. If the Committee are able to comply or if the Committee has a legal obligation to continue the Committee will contact you.

### **Right to Withdraw Consent**

You have the right to withdraw your consent to the processing of personal data at any time.

### **Right to Complain**

You can contact the Information Commissioner's Office (ICO) at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 SAF.

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