



HOLMER GREEN VILLAGE CENTRE

The Common, Holmer Green, HP15 6GX

www.holmergreenvillagehall.org.uk

Registered Charity No: 300281

'Serving the needs of the Village'

PRIVACY POLICY

The Holmer Green Village Centre ('the HGVC') individuals' privacy rights very seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you become involved with the HGVC you will be asked to provide certain information.

This includes:

- Name
- Home address
- Email address
- Telephone number.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial involvement with the HGVC. At the point that you provide your personal information, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We use your personal information:

- To provide HGVC services to you
- For administration, planning and management of the HGVC
- To communicate with you about activities organised by the HGVC
- To monitor, develop and improve the provision of the HGVC's activities

We'll send you messages by email, other digital methods, telephone and post to advise you of HGVC activities.

With whom do we share your personal information?

We may disclose information about you, including your personal information:

- Internally to Committee Members as required to facilitate your participation in the HGVC's activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the HGVC we will seek your permission and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. There may be occasions when legal or insurance circumstances require information to be held for longer whilst they are investigated or resolved. In such cases, the individual/s will be informed how long the information will be held and when it is deleted.

How your information can be updated or corrected

To ensure that the information we hold is accurate and up to date, individuals need to inform the HGVC as to any changes to their personal information. You can do this by contacting the Secretary at any time. The name and address of the Secretary is available via the HGVC website (www.holmergreenvillagehall.org.uk) or you can email secretary@holmergreenvillagehall.org.uk.

If you wish to view the information that the HGVC holds on you, you can make this request by contacting the Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Closed-circuit television cameras

To help protect our premises, hirers, officials and contractors, the HGVC employs closed-circuit television cameras. Images are stored for a limited period and may be shared (without seeking permission) with authorities such as the police in order to assist in their investigations.

Availability and changes to this policy

This policy is available on the HGVC website. This policy may change from time to time. If we make any material changes, we will make members aware of this.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: chairman@holmergreenvillagehall.org.uk.

Policy review date: 1 March 2021

Signed on behalf of the VPA Committee:



Date:

2 June 2019