

REDCATCH COMMUNITY ASSOCIATION

CHARITY NUMBER 1016780



Privacy Policy for Users of the Redcatch Community Centre

Introduction

The Redcatch Community Centre is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you as a user of the Redcatch Community Centre. For the purposes of this policy a user will be considered to be an individual hiring the Redcatch Community Centre for his or her own purposes or an individual acting as the representative of a community group, charity, company, group of people or other organisation.

Personal Information Collected

We collect basic personal information of users leading activities/events such as your name, address, e-mail address, telephone number and bank account details for payments/refunds.

It is also the responsibility of individuals and organisations using the centre to protect the privacy of their members personal information.

Use of Information

We will use your information to communicate with you regarding your bookings or potential bookings and to keep you informed of other matters relating to the Redcatch Community Centre, for example changes to charges or conditions of use. Summary details of bookings are published in the diary section of our website. We will not share your information with other third parties without your consent.

Security: We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Storage limitation: Personal data should only be stored for as long as is necessary. Data can be archived securely and used for research purposes in the future. Where possible, the personally identifiable information will be removed to leave anonymous data.

Integrity and confidentiality: Personal data will be held in a safe and secure way that takes reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.

Accident Book: Accident reports should be completed on site, placed in a sealed envelope and left for collection by the Health and Safety Officer (Contact details on noticeboard in entrance foyer) under the accident book. The form will be stored securely and the following information recorded: date, place, cause, outcome.

Security breaches: Any security breaches where personal data is compromised must be reported in the first instance to the Data Protection Officer (Contact details on noticeboard in entrance foyer) and to the Information Commissioner's Office (ICO) within 72 hours. Your report to the ICO should detail what data has been breached (amount, type of data) and the

likely consequences, the steps already taken to mitigate and the name of the Data Protection Officer.

Your Rights Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active user of the Redcatch Community Centre because you may resume your connection with us in the future, however you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy, our data protection practices, or to make a Subject Access Request, please contact:

I have read and understand this policy and agree to my contact details being displayed on the Redcatch Community Centre website and noticeboards

Name:

Email address:

Phone numbers:

Signed: