

# Privacy Policy of the Allendale Community Centre CIO

## What personal data we collect

The Allendale Community Centre (ACC) is responsible for managing and maintaining the Centre. To enable us to provide the services and facilities we provide, we do have to, on occasions, collect personal data in various forms, and under a different legal basis:

- Event booking forms (CONTRACT)
- Regular activity booking forms (CONTRACT)
- Ticket sales (CONSENT)
- Online email subscription form (CONSENT)
- Lottery entries (CONTRACT)

The descriptions of the different lawful basis for processing stated above are as follows:

- Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering a contract.

## What we do with your personal data

We process your personal data only for the purpose for which the data was specifically collected. The data collected will not be used for any other purpose or disclosed to anyone outside of the ACC without prior consent being obtained.

Event booking form	Paper form/ online booking system HALLMASTER	Securely stored in locked office/ Password protected limited access
Regular activity booking forms	Paper form/ online booking system HALLMASTER	Securely stored in locked office/ Password protected limited access
Ticket sales	Online ticketing system TICKETSOURCE	Password protected limited access
Volunteer forms	Paper form	Securely stored in locked office
Employee data	Paper form / XERO	Securely stored in locked office/ Password protected

		limited access
Online email subscription form	MAILCHIMP	Password protected limited access
Lottery Entry Form and Ticket	Paper form and scanned	Limited access

All Trustees, employees and volunteers have read and understand the ACC's Data Protection Policy and will act accordingly in relation to the collection and storage of personal data.

### **Who might we share your personal data with.**

Personal data collected by ACC is not shared with anyone outside of the necessary employees and volunteers to enable the data to be processed correctly and securely.

Data that is entered onto the computer is stored on one of the following systems listed below, along with links to their privacy policies.

- Ticketsource
- XERO
- Hallmaster
- J Richardson – appointed Independent examiner for ACC

All the data entered these systems by ACC is password protected.

### **How do we look after your data**

We limit the amount of personal data collected only to what is fit for purpose and necessary for the completion of contractual or consensual agreements as specified at the point of collection. We restrict, secure, and control all the information against unauthorised access, damage, loss or destruction whether physical or electronic. We retain data for only as long as it is required for legal or contractual purposes. With your assistance, we try to maintain the accuracy of your personal data.

### **How you can access your personal data**

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours, we hold, you may make a request directly from our team at the Allendale Community Centre, or via email on [info@theallendale.org](mailto:info@theallendale.org). Where it may have been necessary to get your consent to use your personal data, you have the right to withdraw that consent. If you withdraw your con-

sent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

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