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Wimborne & District Community Association

The Allendale Centre, Hanham Road, Wimborne, Dorset. BH21 1AS



Privacy Notice

Who We Are

Wimborne & District Community Association (WDCA)
Allendale Community Centre
Hanham Road
Wimborne
Dorset
BH21 1AS

Registered Charity no. 277027

Telephone 01202 887247

Email: info@theallendale.org

What personal data we collect

The Wimborne & District Community Association are responsible for managing and maintaining the Allendale Community Centre and to enable us to provide the services and facilities that we do we have to on occasions collect personal data in various different forms, and under different legal basis:

- Event booking forms (CONTRACT)
- Regular activity booking forms (CONTRACT)
- Ticket sales (CONSENT)
- Wobble Room membership forms (CONTRACT)
- Volunteer forms (CONSENT)
- Employee data (CONTRACT)
- Online email subscription form (CONSENT)

The descriptions of the different lawful bases for processing stated above are:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) 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 into a contract.

We collect sensitive personal data only with explicit consent of the data subject for the purposes of providing membership to the Wobble Room. This data includes:

- Health information

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 WDCA without prior consent being obtained.





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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 EVENTBRITE	Password protected limited access
Wobble Room membership forms	Paper form	Securely stored in locked office
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

All Trustees, employees and volunteers have read and understand the WDCA'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 the WDCA 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.

- Mailchimp
- Eventbrite
- XERO
- Hallmaster
- Ward Goodman – appointed accountants for WDCA

All the data entered into these systems by WDCA 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 of 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.





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How can you 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 Centre, or via email on 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 consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

