

THORLEY COMMUNITY CENTRE

PRIVACY NOTICE

When you contact us

Personal data you provide to us (such as name, address, email address, phone number, and organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal data will not be shared or provided to any other third party.

Our Right to Process Information

General Data Processing Regulations Article 6(1)(a)(b) and (e) Processing by us of your personal data is necessary to perform our agreement with you

Information Security

We have a duty to ensure the security of personal data. We make sure that your data is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical and physical measures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Thorley Community Centre Limited at any time).

Children

We will not process any data relating to children under 13 without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Michael Talbot michaeljtalbot@virginmedia.com.

Information Correction

If you believe that the data we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Michael Talbot michaeljtalbot@virginmedia.com

Data Deletion

If you wish us to delete the data we hold about you please contact: Michael Talbot michaeljtalbot@virginmedia.com to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Thorley Community Centre Michael Talbot michaeljtalbot@virginmedia.com.

Rights Related to Automated Decision Making and Profiling

We do not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of data about you that is

necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all data deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Thorley Community Centre Limited, Data Information Officer: Michael Talbot michaelitalbot@virginmedia.com and the Information Commissioners Office casework@ico.org.uk Tel 0303 123 1113.