

Darwin Hall Management Committee

Heathcot Place, Lichfield WS13 6RQ

www.darwinhall.org.uk Bookings@darwinhall.org.uk



Hirers Privacy Notice

When you hire Darwin Hall the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, 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 information will be not shared or provided to any other third party.

Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

The Management Committee has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

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 (Your Council name) at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Management Committee at the address above.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: the Bookings Secretary at bookings@darwinhall.org.uk

Information Deletion

If you wish the Management Committee to delete the information held about you please contact: the Bookings Secretary at bookings@darwinhall.org.uk

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 the hall chair person at chair@darwinhall.org.uk

Rights Related to Automated Decision Making and Profiling

The Management Committee does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Management Committee at the address above or email chair@darwinhall.org.uk

The Hall is owned by Lichfield City Council and you may therefore contact Lichfield City Council's Data Information Officer: Town Clerk, Donegal House, Bore St, Lichfield WS13 6LU 01543 250011.

You may also contact the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, the Management Committee only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Management Committee do not use profiling, we do not sell or pass your data to third parties. The Management Committee does not use your data for purposes other than those specified. The Management Committee make sure your data is stored securely. The Management Committee delete all information deemed to be no longer necessary. The Management Committee in conjunction with Lichfield City Council constantly review our Privacy Policies to keep up to date in protecting your data. (You can request a copy of our policies at any time).