



Privacy Notice

Who we are

Eastcott Community Organisation is a registered charity and its committee of volunteers are mostly local residents. Our objective is to increase opportunities for those living in and around Eastcott, by managing Eastcott community centre, and organising events and activities. We are a group without political or religious affiliation.

Collection of your Personal Information from our website

Eastcott Community Organisation may collect and use the following kinds of personal information through this website:

- information about your use of this website including information obtained via cookies
- information that you provide during the use of our services/registration process including your name, email address and telephone number for the purpose of making electronic bookings for services
- information about electronic bookings for services made via our website including dates, times and locations of appointments
- information that you provide for the purpose of feedback on our website and on any service provided by Eastcott Community Organisation and any other information that you send to Eastcott Community Organisation

We use the following legal basis to process the information we collect:

- We have your consent
- Processing is necessary for the performance of a contract or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect your vital interests
- Necessary for the purposes of legitimate interests pursued by our organisation or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

Using Personal Information

Eastcott Community Organisation may use your personal information to:

- Enable your access to and use of the website to make electronic bookings for services
- Publish your feedback on the website where we have your consent to do so and we wish to identify you
- Contact you for the purpose of discussing a booking, that you have previously made.
- Sending you marketing emails where you have opted in to receive marketing.
- Enable your access and use of the community centre.

Your information will be held confidentially. Occasionally we may need to disclose information to third parties who deliver services on our behalf. Where we need to do so, the third party will use that personal information in accordance with the terms of this privacy statement and current data protection legislation. We may be required to share your data with other organisations if we believe you are at risk of harm or may harm someone else.

In addition to the disclosures reasonably necessary for the purposes identified above, Eastcott Community Organisation may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, national security and in order to establish, exercise or defend its legal rights, or with other organisations if we believe that you are at risk of harm or may harm someone else.

Securing Your Data

Eastcott Community Organisation will take reasonable technical and organisational precautions to:

- prevent the loss, misuse or alteration of your personal information
- store, process and transport all personal information you provide in a secure manner.

How long do we keep your personal data?

We will only keep data for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so and may keep some other records for an extended period of time to follow best practice. For example, it is currently best practice to keep employment records for 5 years.

Updating This Statement

Eastcott Community Organisation may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes.

Your rights and your personal data

You have the right to access, correct, have erased, and object to processing your personal data. You can make any changes easily by telephone, email, or by post (see Contact Details below). When exercising any of the rights, we may need to verify your identity for your security. Once we have received your request we will respond as soon as possible and within one month. For the right to access there are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

We will confirm whether the data has been deleted or processing has stopped or the reason why this cannot be done (for example because we need it for our legitimate interests or regulatory purpose(s)).

You have the right to lodge a complaint with the Information Commissioner's Office.

Other Websites

This website contains links to other websites. Eastcott Community Organisation is not responsible for the privacy policies or practices of any third party.

Contacting Us

If you have any questions about this Privacy Notice or your personal information, please contact us:

- by email to: eastcottbookings@gmail.com
- by post to: Eastcott Community Organisation
c/o Eastcott Community Centre
Savernake Street, (Off Eastcott Hill), Swindon, SN1 3LZ

Please read this privacy notice alongside our Data Protection policy and Data Protection Grid.

Date updated 08/08/2024