



Privacy Notice

1. About Us

- 1.1. Culverstone Community Association (CCA) is a registered charity.
- 1.2. The Committee is aware that Data Protection legislation (GDPR) applies to the organisation.

2. Collection and Use of Your Information.

- 2.1. Our lawful basis for processing data is 'Contract'.
- 2.2. Culverstone Community Association will hold details provided by you either on a Hire Contract form or by other means, which may be used for the following purposes:
 - 2.2.1. To communicate with you regarding your booking or any enquiries you make.
 - 2.2.2. To administer any event in which you participate or may wish to participate and to deal with any incidents involving you.
 - 2.2.3. For maintaining records.
 - 2.2.4. To contact you about events at the Community Centre.
 - 2.2.5. To facilitate payment of hire charges or return of deposits.
- 2.3. By making a booking you consent to the Association collecting and storing your data.

3. Disclosure of your Information.

- 3.1. None of your details will be published either in hard copy format or on our website without your express permission.
- 3.2. Culverstone Community Association does not pass on any of your details to third parties for marketing purposes.

4. Deletion of Information

- 4.1. If you make a confirmed booking the CCA will hold your information for a minimum of 12 months after the date of the event. After this time you may request that your information is deleted.
- 4.2. If you supply information but do not make a confirmed booking you may request that your data is deleted at any time.
- 4.3. You are entitled to a copy of your personal data held by the CCA. For details of how to do this please contact the Bookings Clerk.

April 2018