

South Bookham SPACE Ltd

Data Privacy Policy

Confidentiality of an individual's personal data is protected by the Data Protection Act 1998 and from 25 May 2018 by the General Data Protection Regulation (GDPR).

Personal details stored and processed may include name, address, email address and phone number and name, age and month of birth of child. Bank details are only stored and processed where the individual requests a payment from the charity by bank transfer.

Hirers

Matters directly relating to hires

Booking forms submitted by individuals containing personal details are stored securely by the relevant booking officer until one year after the later of the end of the hire period and payment of any outstanding hire charges. Personal details supplied are processed using the Charity's cloud accounting system to prepare and submit invoices and to collect hire charges due and are also used to contact hirers about actual and prospective hire periods. Details of hirers and debtors may also be stored on the computers of the Chairman, the treasurer, and the booking officers, all of which are password protected.

Bank details provided for a refund are input into the Charity's online banking system for the purpose of making a refund. Bank details provided for a refund are deleted from the online banking system within one month after the individual acknowledges receipt of the refund.

The Safeguarding Officer securely stores Safeguarding Compliance forms until one year after the end of the relevant hire period.

Names and hire periods may also be entered on the Charity's on-line calendar.

The basis for such processing is contract and legitimate interest.

Other processing and communications

Names and email addresses are also used to send individuals information about membership and news about SPACE including fund-raising events.

The basis for such processing is consent and legitimate interest.

Potential hirers

Personal details supplied by individuals enquiring about regular hire slots are stored as a waiting list on password protected computer until the individual informs the charity that he or she is no longer interested in hiring any part of SPACE. These details are used to inform the individual about availability.

The basis for processing such data is contract and legitimate interest.

Members, Trustees and other officers and volunteers and donors

Personal details are recorded in a register where appropriate (e.g. register of members) which, together with membership applications and other documentation supplied, are stored securely by the Company Secretary. Names and email addresses are also stored on Google mail. Membership

application forms are destroyed, and email addresses deleted from Google mail, after the individual ceases to be a member, trustee, officer or volunteer as appropriate.

Personal details are used to send to members notices of general meetings of the charity and otherwise as required under the Charity's articles of association and by law, and are also used to send information about SPACE and about renewal of membership.

Personal data of officers is provided to Companies House and the Charity Commission as required by law.

The Safeguarding Officer securely stores names of volunteers who are subject to DBS checks until one year after the end of the involvement of the volunteer.

The basis for processing such data is consent, contract, legal obligation and legitimate interest.

Suppliers

Personal data provided by suppliers and other parties with which the Charity has business dealings will be retained securely in the form in which it is supplied, and may also be entered on the Charity's cloud accounting system.

Bank details provided for payments are input into the Charity's online banking system for the purpose of making payments. Bank details are deleted from the online banking system six years after the ending of the business relationship or within one month of the supplier confirming that he or she has been paid all sums due by the Charity if earlier.

The basis for processing such data is contract and legitimate interest.

Entrants to prize draw

From time to time the Charity holds a free to enter draw for a prize of a free party. Prize draw forms containing personal details will be held securely and may be used to notify entrants of a win or to remind entrants of the availability of SPACE for parties and to publicise the winner. Data will be destroyed after one year.

The basis for processing such data is consent and legal obligation.

Sharing of data

The Charity only uses personal data for the purposes set out above and will not share data with any other company, group or society, except where it is shared with the charity's agents, insurers or other bodies in connection with a claim made by or against the charity, or where required by law.

Consent

The charity asks hirers and members to give their written agreement to receive communications from the Charity by email and to the processing of their data in accordance with this data protection policy.

Withdrawal of permission

Individuals can at any time withdraw their permission to receive communications from the Charity by emailing info@southbookhamspace.org.uk, but will still receive communications that are necessary for a contract or under a legal obligation such as AGM notices and invoices.

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