



PRIVACY NOTICE

Updated: 21.02.24

Hurst Green (Surrey) Community Association ("HGCA") is a registered charity, registration no. 272789.

Our contact details are

Name: Mrs Kelly Kent, Centre Manager
Address: Hurst Green Community Centre, 4 Oak Close, Oxted, RH8 0BA
Phone Number: 07504 104084
E-mail: kelly@hgcc-surrey.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, postal and email address, phone number).
- Images, moving or still, recorded (a) via the closed circuit television of HGCA or its partners (b) by HGCA staff and volunteers at HGCA functions or on HGCA land. (c) by others and published by HGCA staff or volunteers.
- Employee and volunteer data.
- Hall hire information.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons: hall hire, security, employment and volunteering.

We use the information that you have given us in order to record and process hall bookings, protect our premises, staff, volunteers and visitors, and to comply with the law.

We may share security information with the police and relevant local authorities. We may share other information with government bodies which have a right to such information.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) We have a contractual obligation (hall hire and other contracts)

(b) We have a legal obligation (for example, employment and taxes, accidents, safeguarding)

(c) We have a legitimate interest (all other matters)

How we store your personal information

Your information is securely stored on electronic devices protected by passwords, in cabinets which are locked when not attended by staff or in a lockable office where only those responsible for data have access. We keep your data only for so long as we require it for our purposes. We then delete electronic data from devices or shred data held in hard copy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances, which we shall do within 28 days

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at the address above if you wish to have more information on your rights or to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Centre Manager at the above address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>