

CHALDON VILLAGE HALL
THE LEGREW MEMORIAL CHARITY
RCN: 204484

95 ROOK LANE, CHALDON, SURREY, CR3 5BN

PRIVACY STATEMENT

Our contact details

Name: The Legrew Memorial Charity (Chaldon Village Hall)
Address: 95 Rook Lane, Chaldon, Surrey, CR3 5BN
Phone Number: 07880 543467 (Secretary)
E-mail: chaldonvillagehall@gmail.com

What type of information we have

We currently collect and process the following information:

- Recorded imagery from exterior CCTV camera located above the main front door.
- Contact details obtained in relation to hire of the premises.

How we get the 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:

- Hire of the premises
- Involvement with the charity (through trusteeship or employment)

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting chaldonvillagehall@gmail.com

(b) We need it to perform a public task.

What we do with the information we have

We use the information that you have given us in order to facilitate your hire and use of the premises or to hold your details as a trustee or employee of the charity.

We may share this information with The Charity Commission or other government body requiring information of current trusteeships. We may share CCTV images with third party law enforcement agencies as set out in our CCTV Policy.

How we store your information

CCTV images are securely stored on a locked hard drive and automatically rewritten every 28 days, as set out in our CCTV Policy.

Contact information for hire is held by the booking secretary until after your hire has taken place, any emails from you (on our password protected email account) containing such information will be deleted, and any papers will be shredded and disposed of.

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 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.

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

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

Your right to data portability - You have the right to ask that we transfer the 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 chaldonvillagehall@gmail.com if you wish to make a request.

How to complain

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

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113