

Bradley Community Centre Data Protection Act 2018 (Incl. General Data Protection Regulations)

From 25th May 2018 strict new laws govern the way that the Bradley Community Association (BCA) can hold and process personal data.

BCA takes the requirements of the Data Protection Act 2018 (Incl. General Data Protection Regulations) seriously. We have taken steps to ensure that as an organisation we are fully compliant with the requirements of the legislation.

As an organisation, the bulk of the data we hold is in contact details for keeping people informed regarding the progress of our various activities.

Prior to the enactment of the legislation, all those who we hold contact information for have been asked to confirm that they would like their details to be retained on our system. Those who do not respond or who have asked to have their data removed have been deleted.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 2018.

Who are we?

The BCA Trustees undertakes the role of data controller. The trustees fulfilling this role decide how your personal data is processed and for what purposes.

How do we process your personal data?

The Trustee complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To fundraise and promote the interests of the BCA;
- To contact individuals via surveys to conduct research about their opinions of current facilities or of potential new facilities that may be offered.

What data do we hold?

Where you have provided it, and given your explicit consent, we hold your name and email address. In some case we may hold a postal address and or phone number.

If you make a one-off room booking, we will use your data for the purposes of administrating that booking but will not retain your details on our system after the date of your booking.

If you make a regular booking at BCA then your contact details will be stored for the purposes of providing on-going information in connection with that booking (key safe codes, invoicing etc).

We do not collect any data including IP addresses from individuals using or accessing our website.

What is the legal basis for processing your personal data?

Processing of your data is necessary to keep you informed about events, activities and opportunities provided by BCA.

Giving your consent

You may occasionally be sent information about the activities at BCA including an invitation to our Annual General Meeting.

If you are interested in a specific project or activity at BCA then you will have explicitly given your consent to be kept informed about a particular subject or topic.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with any other organisation.

How do we store your data?

Your email address and other information will be stored on Hallmaster.co.uk computer systems. BCA will not hold your data on personal laptops. Visit [Hallmaster](#) to view their Privacy Policy.

We do not keep paper copies of your personal data once it has been transferred to our systems.

How long do we keep your personal data?

If you contact BCA then we will retain your contact details for future use, or until you ask us to remove your details.

If you have asked to be kept informed about a particular project or activity, we will keep your personal data for no longer than reasonably necessary to keep you informed about that Project or activity. Once that activity or project is deemed to be complete, we will no longer retain your data.

Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Trustees holds;
- The right to request that the Trustees corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Trustees to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the BCA Trustees by using the contact details:- Bradley Community Association, Bradley Community Centre, Mill Close, Newton Abbot TQ12 1UR

In the event you are unhappy with the response received you have the right to discuss your concerns with a BCA Trustee. The contact details of the BCA Trustee with responsibility for data can be obtained from the BCA. You also have the right to lodge a complaint with the Information Commissioners Office

Bradley Community Association
GDPR Policy
Reviewed Feb 2022