



Cottingham and Middleton Village Hall Trust (Northants) Privacy Policy

Your privacy and online protection is important to us so this notice sets out how we collect your personal data, what we do with that data and what you can do to access or delete any information we may hold that relates directly to you.

Please make sure you read, understand and accept this policy before accessing, using or submitting any personal information through the methods outlined below.

The processing of your personal data is governed by the Data Protection Act 1988 and the General Data Protection Regulations 2018 (GDPR). Under Article 6 of the GDPR, the legal basis for collecting, holding and processing your personal data is your consent. For the purposes of the Act and GDPR, the data controller for this organisation is:

Cottingham and Middleton Village Hall Trust (Northants)
3 Corby Road
Cottingham
Market Harborough
Leicestershire LE16 8XH

We might occasionally need to make changes to this Privacy Policy, so please check it regularly.

What data we might need

From time to time, we may collect:

- names
- addresses
- job titles or roles
- telephone numbers
- email addresses
- subscription preferences
- questions, queries and feedback
- information on how you use our emails - e.g., whether you open them and which links you click on

Why we need your data

The data we collect will help us to give you the information you need, act on any feedback and keep you up to date with the new community hub project.

This data may be collected (for example electronically, by telephone, in writing or in person):

- at public meetings
- at sign ups for volunteering
- via the website www.cotmidhall.org.uk, which may include your Internet Protocol (IP) address, details of which version of web browser you used, how you use the site, cookies and page tagging techniques (eg Google Analytics)

- through mailing lists
- through polls or surveys
- by registering for specific services

If we contact you directly, you are not obliged to give us any personal information.

Our current website uses Google Analytics to track:

- website usage
- which pages you visit
- how long you spend on each page
- how you got to the site
- what you click on while you're visiting the site

No personal information (e.g., names and addresses) is collected or stored by Google Analytics so it cannot be used to identify who you are.

What we do with the data we collect

The data we collect may be shared – with your permission – with:

- Trustees
- co-optees
- other volunteers working on the new hall project
- agencies or organisations relevant to the new community hub project

It will not be:

- sold or traded to third parties
- used for third party marketing purposes

However, in accordance with the Act and GDPR, we reserve the right to give your personal information to a third party without your consent where disclosure is:

- required by law
- necessary to assist in the prevention or detection of any criminal action (including fraud)
- in the overriding public interest and is permitted by law

How we protect your personal information

We have taken steps to protect and safeguard any data we collect. Our procedures will ensure that any information you give us is:

- kept up to date
- securely stored and destroyed (when necessary)
- protected from unauthorised access, unauthorised disclosure, loss, misuse, alteration or corruption

Unfortunately we can't guarantee the security of your data while you transmit it to us, so please make sure you take every precaution to protect your personal information when using the internet or submitting data through any other electronic means.

How long will we keep your data?

We keep your personal data for as long as:

- it is needed for the purposes set out in this document
- we are required to keep it by law

What are your rights?

You have the right to ask us:

- for information about how we process your personal data
- for a copy of that personal data
- to immediately correct anything inaccurate in your personal data

You can also:

- raise an objection about how we process your personal data
- ask us to erase your personal data if there is no longer a valid reason to keep it
- ask that the processing of your personal data is restricted in certain circumstances

If you would like to make any of these requests, please get in touch with our data controller.