



# The Institute, Kelvedon

Charity Number 272790

78 High Street  
Kelvedon,  
Essex  
CO5 9AA

## The Institute, Kelvedon. Privacy Notice

### Who are we?

The Institute Kelvedon is a registered charity (no 272790). The Institute Kelvedon (the charity) is a data controller of personal data. To contact us about any data protection matter, please write to the Data Protection Officer, Kelvedon institute, 78 High Street, Kelvedon, Essex, CO5 9AA.

### What will we do with your information?

Kelvedon institute may process personal data for entering into and administering contracts, either for hire of our facilities or other services related to the running of the hall.

We may also process personal information about trustees and volunteers to aid the administration of the charity. We will never use your information for profiling or automated decision making.

### What information will we process?

We only receive personal information from hirers or the individuals themselves. During our operations we may process the following types of personal information:

- Name
- Address
- Telephone numbers
- Email addresses
- Other personal contact information that is relevant to our relationship with the individual, such as next of kin and any special needs

### Who will we share your information with

Hirers' information will only be shared under exceptional circumstances with the following:

- Third party service providers, working for the charity for the purpose of contacting or dealing with you as part of your contractual relationship with us
- The authorities eg the police in respect of the prevention and detection of crime
- Debt collection agencies, if payment arrears reach an unacceptably high level

We will never share your information with anyone based outside of the EEA.

### How long will we keep your data for?

Typically, we keep booking forms for 1 year from the date of hire. Other information will only be kept where there is an overriding piece of legislation to retain such information for longer eg health and safety law.

### Your rights

You have several rights under data protection law. Commonly exercised rights are:

**Access** – You may reasonably request a copy of the information we hold about you.

**Erasure** - Where we have no legitimate reason to continue to hold your information, you have the right to be forgotten. Please note that we typically only hold data for as long as we have a legitimate reason to do so.

Therefore, this right is unlikely to practically affect the retention period of the data we hold about you. **Consent** – you have the right to withdraw consent for us to process data, but only where we have obtained it. Since we do not rely on consent for any of our personal data processing, it is extremely unlikely that this right will apply to any personal data that we hold.

Further details of your rights can be obtained by visiting the ICO website <https://ico.org.uk/>.

Should you be dissatisfied with the way we have handled your data or dealt with your requests, you can complain to the Information Commissioner's Office (ICO) at any time.