

Privacy policy

This privacy policy sets out how we use and protect any information that you give us when you use the Community Centre. We are committed to ensuring that your privacy is protected.

Personal information submitted through this website or provided in any other way such as over the phone, in email or in person is collected by the Tudorville & District Community Centre (TDCC). TDCC is the Data Controller who determines the purposes and means of processing personal data.

We may collect the following information:

- your name
- your contact details such as email address, phone number and address
- specific enquiry details

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to be able to respond to your contact
- to provide services tailored to your needs
- to be able to contact you if there are any issues with your booking to hire the Centre

We retain this information until we have responded to your contact, and for internal record keeping for a period of no longer than 3 years.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable procedures to safeguard and secure the information we collect.

You may choose to restrict the collection or use of your personal information if you have previously supplied personal data or if you have previously agreed to us processing your personal information. If you would like us to remove your personal information from our records please contact us via tdcc@live.co.uk or 01989567995.

We will not sell, distribute or lease your personal information to third parties.

If you have a complaint you can contact the Information Commissioner's Office (ICO) which is the data privacy supervisory authority in the UK.

Under the GDPR (the EU General Data Protection Regulation), you have a number of specific rights with regards to your personal information:

- Right of access – if you want to know if we are storing or processing any personal data about you, you can contact us to find out. If this is the case, you may find out what purpose it is being stored for and request a copy of your data by contacting us. Your data will be supplied as soon as is practical.
- Right to correction - if you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.
- Right to erasure – if you want to remove your personal data from our records, you can request this by contacting us. We will remove the data as far as it is practically within our power, and where we are not legally obliged to retain it.
- Right to object – if you no longer want us to process your data you can request this by contacting us.
- Right to complain - if you are unhappy with how we are managing your personal data, you can lodge a complaint with the UK supervisory authority, the Information Commissioner's Office (ICO).