



August 2023

# PRIVACY POLICY – Data Protection

## DEDDINGTON WINDMILL COMMUNITY CENTRE



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## PRIVACY POLICY

### INTRODUCTION

This Policy outlines our current practices with regard to your personal information collected by Deddington Windmill Community Centre Limited (The Windmill). The term "personal information" refers to information about you personally, which you will be asked to submit (e.g. name, address, phone number and email address) in order to hire any space at the Windmill either inside or outside.

The Windmill will always abide by the Data Protection Act 1998 and subsequent Acts. As a result of changes in the law and technology, our practices may change over time. When this happens, we will post the changes on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your personal information fairly and in accordance with your instructions.

### PERSONAL INFORMATION

When we request personal information, the purposes for which we will process that information include the following:

- Contacting you with regard to hiring the space requested;
- Invoicing you for the hire; and
- Paying you if you are an employee.

### WHERE THIS INFORMATION IS STORED

The data we collect from you is stored in one of two places depending on its use.

For hirers we have a signed paper agreement which is held in a file until the hire has taken place plus it is stored in our accounting system, Kashflow, for the purpose of raising an invoice. The hire document may be retained for up to 7 years for accounts purposes and for longer where required by our insurers. If you wish to see a copy of the information about you that we hold, please contact the Bookings Secretary.

For employees we hold a signed starter form with the necessary information that we need to tell HMRC about you in order to pay you correctly. We inform employees that we hold this information. This data is transferred into the Kashflow payroll system. Data will be retained for 7 years to comply with the law. If you wish to see a copy of the information about you that we hold, please contact the Treasurer.

Kashflow Accounting and Kashflow Payroll are protected by only allowing authorised users to access the system. Authorised users each have a login name and password. The data is held by Kashflow and does not reside on any one person's computer or other electronic device. The authorised users for Kashflow Accounting are the officers of the Windmill and the Trustees. The authorised user for Kashflow Payroll is the Treasurer.

#### **DISCLOSURE**

Any information you provide to the Windmill will only be used by the Windmill. Your data is not shared with any third-party individual or organisation. However, your information may be disclosed where we are obliged by law.

#### **SUBJECT ACCESS REQUESTS**

You have the right to request a copy of any personal data held by the Windmill Centre. Your requests will be responded to within 30 days and will not be subject to any charge.

#### **POLICY REVIEW**

This Policy will be reviewed following any national guidance or annually as a minimum. This policy is informed by *Data Protection for Village Halls and Community Buildings – a preliminary guide* published by ACRE in January 2018.