

THE CHANTRY CENTRE PRIVACY POLICY



The Chantry Centre needs to keep certain information on the users of the Chantry Centre, members and trustees to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The Chantry Centre is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulation (2018). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers trustees and members of the Chantry Centre.

In line with the General Data Protection Regulation (2018) principles, the Chair will ensure that personal data will be:

- obtained fairly and lawfully and be adequate, relevant but not excessive
- obtained for a specific and lawful purpose
- accurate and kept up to date
- processed in accordance with the rights of data subjects

The Chantry Centre will endeavour to abide by the Personal Data Guardianship Code.

The Chantry Centre processes the following personal information for users, members and trustees – name, address, telephone number and email address. At all times the Chantry Centre shall seek the consent of those for whom it has personal information and, if so requested, delete such information from its records.

Any personal data held for marketing purposes is stored within a Chantry Centre account with MailChimp (a marketing automation service provided by Rocket Science Group who have their own Privacy Policy and Terms to ensure they handle the data within our account in line with EU legal requirements).

Any personal data that we hold from enquiries, for room hire booking and invoicing procedures are stored electronically in a calendar, in email, Word or Excel documents and can only be accessed by designated members of the Chantry Centre team via a password protected login. Any paper copies printed out from computer files are kept in a locked office and shredded once no longer required.

We will review the data we hold on a regular basis, at least every 12 months, and will never retain personal data for longer than is necessary.

The Chantry Centre will ensure that the right procedures are in place to detect, report and investigate any personal data breach.

Issue No. 2

26/04/18

THE CHANTRY CENTRE PRIVACY POLICY



The name of the Data Protection Officer within our organisation as specified in our notification to the Information Commissioner is Adrian Judge.

In line with the Data Protection Guardianship Code, overall responsibility for personal data in a not for profit organisation rests with the trustees of the Chantry Centre.