



Owlsmoor Community Centre

Privacy Policy

Who is Responsible for Processing Your Personal Data

Owlsmoor Community Centre is the Data Controller. This is the legal entity responsible for how your personal data is collected, stored and processed.

Managing Your Personal Data

When you share your personal information with us, you have a right to expect that information to be treated with total confidentiality. Therefore, it is our responsibility to manage your personal data that you provide to us with care and in accordance with all data protection legislation and industry best practice.

Whether you have supplied your personal details online, by phone, by email or in a letter, we will never use them without a lawful reason to do so. We will use your personal data for the purposes for which they were initially requested and as fully explained in this Privacy Policy.

It is your responsibility to ensure that your personal data provided to us is accurate and up to date. You can update your personal contact details, including email address and phone number, by ringing us on 01344 799690

Sharing Your Personal Data with Third Party Processors & Partners

We do not share or pass on your details to 3rd party processors and is only kept for a reasonable amount of time.

Your Personal Data Rights

Right of Access

You may wish to access a copy of the personal data we hold about you - known as a Subject Access Request. You can do so by ringing, writing to or emailing us. We will respond to your Subject Access Request as soon as possible and, in any event, within the statutory 30 days. However, in the event that we need more information from you to verify your identity, which we must do to ensure we disclose your personal data to the right person, the 30 day response period will only commence from the time that we have validated your identity.

Please be aware that for security reasons we do not usually provide details of any bank details that we hold against your account(s). Please speak to us should you need this additional information.

Right of Rectification

If you believe we have made an error as to the personal data we hold about you, please speak to us on 01344 779690 who will be able to process the correction for you.

Owlsmoor Community Centre, Yeovil Road , Owlsmoor ,Sandhurst , Berkshire , GU47 0TF

www.owlsmoorcommunitycentre.org.uk

Right of Erasure

You have the right to request your personal data to be permanently deleted from our records and systems to avoid any further communication with you. Your request will always be considered in light of the legal bases that we hold, store and process your personal data and the purpose that we collected your data. Where the legal bases permits, we will carry out your instruction without undue delay. Please note, however, that where we have a legal or contractual obligation to hold your personal data, we may not be able to carry out your request but we will explain this fully to you. Please address any request to delete your data us.

Right to Restrict Processing

Should you believe that we are processing your personal data in a way that you did not understand or agree to and wish to restrict such processing, please speak to us and we will be able to assist you.

Right to Object to Processing

You have the right to object to certain types of processing of your personal data. We will always make it clear at the outset of any new arrangement with you how we are going to process your personal data. Should you wish to object to such processing, , we will give you the option to opt out on application. However, should you wish to discuss this matter further, please speak to us.

Right to Complain to the IOC Office

You have a right to lodge a complaint with the Information Commissioner's Office (ICO) if you have a complaint with how you believe your personal data has been handled. For more information, please visit <https://ico.org.uk/concerns>