



# Waterlooville Community Centre

## Privacy Policy

### What personal information do we collect?

We collect information about you when you request a room booking, when you pay membership or when you become our customer. We collect data such as your name, contact details and other relevant details specific to the needs of our organisation.

### How do we use your information?

Our lawful basis for processing your information under the General Data Protection Regulations (GDPR) is under the legitimate interest's principle.

We control and process your data to fulfil contractual obligations.

We share data with third parties, such as debt recovery agencies, law enforcement agencies, professional advisors, and other relevant parties.

Information we hold about you that is on an invoice will be retained for no longer than 6 years following the end of our financial year in order to meet legal, tax or accounting requirements. Information on a booking form or on a membership database will be held for one year then destroyed.

### Employees and other workers

We collect and maintain personal and sensitive information about employees, contractors and other workers we employ, as well as job applicants and former employees. This information includes: name, contact details, gender, proof of identity, proof of qualifications, bank details, nationality, references, health questionnaire and next of kin.

**10 Maurepas Way, Waterlooville, Hampshire, PO7 7AY**

**T: 023 9225 6823 E: [bookings@waterloovillecommunity.org.uk](mailto:bookings@waterloovillecommunity.org.uk) [www.waterloovillecommunity.org.uk](http://www.waterloovillecommunity.org.uk)**

As an employer we use your data to fulfil our statutory obligations, such as paying salaries, tax, national insurance, health & safety in the workplace, which may also involve sharing information with third parties such as but not limited to: insurers, professional advisors, recruitment agencies, HMRC, DWP, pension and life assurance companies, and other relevant parties.

Information provided to us during the job application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment and our financial year. This includes your criminal records declaration, fitness to work, accidents at work, records of any security checks, references and eligibility to work in the UK.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be destroyed and deleted from our records after 6 months.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

### **Your rights explained**

We will not contact you for marketing purposes.

You also have the right to ask for a copy of the information we hold about you

You also have the right to ask us to delete or correct any information we hold about you that is incorrect; to restrict the processing of your personal data; and to object to the processing of your data. We will consider and evaluate all such requests received.

Such requests should be made to: [bookings@waterloovillecommunity.org.uk](mailto:bookings@waterloovillecommunity.org.uk)

### **Changes to this privacy notice**

We keep our privacy notice under regular review and in accordance with current legislation and guidance. We will notify any changes to this notice by posting on our website. This privacy notice was last updated on 25 May 2018.

### **Contacting Us**

If there are any questions regarding this privacy policy, please contact Angela Riley, Centre Manager at [angela@waterloovillecommunity.org.uk](mailto:angela@waterloovillecommunity.org.uk)

Read further about your information rights from the **Information Commissioner's Office**.