

## **Data and Privacy Policy – Curdridge Reading Room and Recreation Ground Charity**

The Curdridge Reading Room and Recreation Ground Charity (the Charity) is committed to meeting its obligations under the Data Protection Act of 1998 and in line with the General Data Protection Regulation 2016 (GDPR) which is intended to strengthen and unify data protection for all individuals within the EU. For further information on the principles of data protection and the definitions of the legislation please go to [www.gov.uk/data-protection](http://www.gov.uk/data-protection)

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure. By using our website, you are agreeing to be bound by this Policy.

The policy also applies to any sub-committee of the Charity including, but not limited to, the Curdridge Country Show.

Any questions regarding this Policy and our privacy practices should be sent by email to [dataprotection@curdridgereadingroom.co.uk](mailto:dataprotection@curdridgereadingroom.co.uk) or by writing to us at Curdridge Reading Rooms, Reading Room Lane, Curdridge, Hampshire, SO32 2HE.

### **How do we collect information from you?**

We obtain information about you when you use our website (or the Curdridge Country Show website), for example, when you complete our contact enquiry form, request to volunteer for the Charity in any capacity, when you purchase tickets for any event organised by or on behalf of the Charity or when you participate in any competition held in aid of the Charity for example, the Horticultural Show or the Photography competition which are both part of the Curdridge Country Show. We also obtain information about you when you sign up to receive our electronic newsletter.

Should you sign up to be a member of the Charity or become a Trustee, your personal details will be collected upon joining or, if you are already a member or Trustee, at renewal. This information is securely stored and only used to keep you informed about the Charity. Once membership has expired or your term as a Trustee come to an end, the information is destroyed.

### **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, telephone number and whether you are 16 or under. If you make a purchase from us such as a ticket for the Barn Dance or Beer Festival, your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

Should you share your bank details with us as part of the payment process for hiring the Reading Room, these are only held for as long as is required to fulfil the booking requirements and any financial legislation linked to this.

### **How is your information used?**

We may use your information to:

- Seek your views or comments about the Charity, the facilities at the Reading Room and any event held there;
- Send you communications and updates about the Charity and any events linked to the Charity;
- Deal with entries into a competition such as (but not limited to) our photography competition or horticultural show and, as such, send you information about future competitions for you to enter;
- Contact you regarding volunteering for the Charity and any event linked to the Charity;
- Send out a regular electronic newsletter with information about what is taking place at the Reading Room and Recreation Ground;
- Contact you to renew your membership or invite you to continue as a Trustee.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us, or until you request that your information be removed.

### **Who has access to your information?**

We will not sell or share your information with third parties and your information will not be shared with third parties for marketing purposes. Only the people involved in the operation of the Charity will have access to your information and it will only be used for those purposes outlined above.

The Chairperson of the Charity assumes overall responsibility for ensuring the Charity complies with its data protection obligations. Please refer to our Information Security and Security Breach Notification Policy for further details available on our website.

### **Third Party Product Providers we work in association with:**

We work closely with various third-party service providers in order to manage the property at the Reading Room and Recreation Ground as well as running any events that are held there (e.g. security). Any information gained from your visiting our website, entering a hire agreement with us, attending or participating in any event held by or on behalf of the Charity will not be shared with any such parties.

When you are using any secure online ticket purchase page relevant to any events held at the Grounds, your payment is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card

transactions. If you have any questions regarding secure transactions, please contact us.

## **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us about the Charity, the Curdridge Country Show, the Beer Festival or any other event related to the Charity, then you can advise us of this choice by emailing us at [dataprotection@curdridgereadingroom.co.uk](mailto:dataprotection@curdridgereadingroom.co.uk) indicating your wish to opt-out of this information. Please be aware that if you opt-out, you will no longer receive any details about the Charity and any events linked to the Charity.

## **How you can access and update your information**

The accuracy of your information is important to us. If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at [dataprotection@curdridgereadingroom.co.uk](mailto:dataprotection@curdridgereadingroom.co.uk) or write to us at: Curdridge Reading Rooms, Reading Room Lane, Curdridge, Hampshire, SO32 2HE so that we can update our records accordingly.

You have the right to ask for a copy of the information we hold about you. Please use the contact details above to make your request. We will deal with any request in a timely manner in line with the regulations.

Please refer to our Procedure for dealing with Subject Access Requests available on our website for further information.

## **Links to other websites**

Our website and any website linked to the Charity (for example the Curdridge Country Show website) may contain links to other websites run by other organisations. This privacy policy applies only to our websites, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

## **16 or Under**

We are committed to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in March 2018.