



## **TATTENHALL'S VILLAGE HALL**

### **TATTENHALL COMMUNITY ASSOCIATION**

#### **PRIVACY POLICY**

- The Tattenhall Community Association view personal data security as very important and do not obtain data from anyone accessing our website.
- Personal data is any information relating to an identifiable person who can be identified either directly or indirectly. The website is a source of information for users of the Barbour Institute.
- All data held by us is highly confidential and is never passed onto third party users.
- Email access is limited to staff and Trustees and is via authentication using a username and password.
- Hirers need to give information in order for us to manage bookings therefore the processing of personal data is necessary to complete the contract between us and you, the Hirer. This is deemed to be applicable under the Data Protection Regulations.
- Data is stored for one year and once year is reached the data is discarded. Financial records will be kept securely for seven years.
- Any paper based data is disposed of securely.
- TCA is the data controller to meet with GDPR requirements.

Supervisory Authority

The IOC Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

**Reviewed July 2020**

Tattenhall Community Association: Charity number 1168238