

Privacy Policy and Notice for Hirers

About Us

The Pavilion Management Committee is constituted as the managing trust for Martlesham Heath Pavilion, The Drift, Martlesham Heath, Ipswich, IP5 3PL. In that capacity we are responsible for bookings and usage of the Hall. This is the Privacy Policy and Notice in relation to the personal data which the committee receive and handle in doing so.

We can be contacted by e-mail (see e-mail address at the end of this notice)

Personal Information:

The type of information that we will collect on you, and you voluntarily provide to us either via our booking system or by telephone is: -

- Name/s
- Email address
- Contact address
- Telephone Numbers
- Bank Account Details
- Any other information you provide in order to hire

No other personal data will be collected

Purpose and Legal basis for processing your Data

Martlesham Heath Pavilion takes your privacy seriously and will only use your personal information for the following purpose: -

- To manage your hire before, during and afterwards.
- To obtain feedback about your hire
- To tell you about future changes
- To effectively and efficiently manage the hall
- For the security of the premises
- For any legal requirements such as Safeguarding or Health and Safety purposes
- To deal with accidents on the premises or play area.

The lawful basis for processing is Contractual. I.e. as a response to you wishing to hire the hall and could affect other parties attending your event, e.g. in the event of somebody suffering an accident.

The Principles

Your data will be processed in line with the principles and individual's rights of The General Data Protection Regulations. (GDPR)

1. Processed lawfully, fairly and in a transparent manner in relation to individuals; There is no automated processing of data.
2. Will only be collected for the specified purpose of managing the premises and play area.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date; with every reasonable step taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
5. An archive of all hires is kept for a period no longer than necessary to manage the hall (Approximately 2 years), except when there is a legal requirement to keep it longer. Records of hires without personal data are kept for historic reasons.
6. The Committee takes reasonable and proportionate precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorised access. Hirers should be advised that some information is normally transmitted by e-mail and if they would prefer to use the telephone/post they should ring the booking secretary on the number below.
7. The Committee has a good level of understanding and awareness of data protection amongst its members and staff. We have implemented comprehensive but proportionate policies and procedures for handling personal data. We also keep records of what we do and why.

This policy applies to all members of the Committee and paid employees. The Committee is collectively responsible for development and implementation of the GDPR as required by this policy, security and risk management of personal data and ensuring compliance with the GDPR.

The GDPR specifies the following Rights of the Individual

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights related to automated decision making

Please contact the committee (see details below) for any enquiries relating to those rights.

Disclosure

We do not share or disclose your information with any third parties, except where required for legal purposes.

Retention

An archive of all hires is kept for a period no longer than necessary to manage the hall (approximately 2 years), except when there is a legal requirement to keep it longer. Records of hires without personal data are kept for historic reasons.

Consent

We do not ask for consent as our legal basis is contractual.

Contact Information for all matters relating to GDPR

e-mail MHpavilion.finance@gmx.com

Contact Booking Secretary

Mob: 07732 199712