

HIGHNAM COMMUNITY CENTRE TRUST
(Registered Charity No 290798)

Community Centre, Newent Road, Highnam, Gloucester, GL2 8DG

Telephone 0794 421 8879

e-mail bookings @highnamcc.org.uk

General Data Protection Regulations
May 2018

Statement of Lawful Basis

Highnam Community Centre Trust verify that the '**Lawful Basis**' for processing personal data is solely for the management of the Halls, (Gambier Parry Hall, Parish Rooms and Old School), and grounds controlled by the Trust. The '**Lawful Basis**' is therefore '**Legitimate Interests**', for example in order to contact you specifically in connection with your booking and any item specifically connected to it. We will never contact you in respect of any form of marketing.

Privacy Policy

Highnam Community Centre Trust uses personal data for the sole purposes of managing the halls, it's bookings and finances and to notify Users of any information that may be relevant to their hire. We will never share your data with any third party by any means, including verbally, in writing or by electronic means, without your specific consent in writing. We will never contact you with any form of marketing. Your data may be retained for up to 7 years for accounts purposes and for longer if required by the halls Insurers. If you would like to find out about how we use your personal data or want to see a copy of the information that we hold about you, please contact the Bookings Manager on bookings@highnamcc.org.uk

You may request your data is removed from our files at any time by contacting the Bookings Manager on the above email address. You will receive confirmation when it has been deleted.

The site is monitored by CCTV on a 24 hour basis for the purposes of Crime prevention and Public safety. Highnam Community Centre Trust is registered with the Information Commissioners Office under reference ZA155637

Yan Watkins
Chair & Trustee

Martyn Ridge
Secretary & Trustee

Robert Train
Treasurer & Trustee

Michael Welch
Trustee
