

# Wootton and Dry Sandford Community Centre Ltd

Charity No. 1121899

Company No. 6441376

## Privacy Policy Statement

This policy explains how we treat information submitted to W&DSCC in relation to the Data Protection and Freedom of Information Acts.

### 1. Consent for Collection, Use and Disclosure

Users or hirers of W&DSCC consent to the terms of this Privacy Policy. If you have given us your details they may be updated, amended or deleted at any time (subject to our retention of such information necessary for the continuance of hire) by writing to us specifying the alterations required.

### 2. Purposes for Collecting Personal Information (Identified Purposes)

We use personal information only for the following purposes:

- a) to communicate with users and to inform them of services available from the Community Centre
- b) to fulfill users' requests for services or information
- c) to understand better user needs regarding the Community Centre's services
- d) to process any request for employment
- e) to comply with any applicable law, regulation, legal process or government request
- f) to protect the services, or rights of the Community Centre, including but not limited to the security or integrity of the Community Centre website
- g) to identify and resolve any technical problems concerning the Community Centre's website and services.

### 3. Limiting the Collection of Personal Information

The Community Centre limits its collection of personal information to only that information which is necessary for the Identified Purposes.

### 4. Disclosure, Processing and Retention

The Community Centre does not sell, rent or disclose personal information to anyone else, except where necessary for the Identified Purposes. If we hire other companies to provide some products or services on our behalf, then we will only provide those companies the personal information they need, and we will limit their rights to use and further disclose personal information as appropriate in the course of their work for us.

### 5. Security

We keep users information stored on information systems in premises secured by 24/7 monitored alarms.

Signature: ..... Date.....

Position: Company Secretary

Date to be reviewed: July 2013