



## **Privacy Policy (v1.0 - 20 March 2024)**

Contin Hall is managed for the Community of Contin, Jamestown & Tarvie by Contin Community Trust.

Our contact details are: Contin Hall, Contin IV14 9ES – [newcontintrust@gmail.com](mailto:newcontintrust@gmail.com)

Contin Community Trust is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with the law governing the control and use of personal data as set out in the Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act 1998.

### **Information we collect:**

- Contact details as part of the booking process for hire of the hall. We use the Hallmaster online booking system to administer your hall booking requests. Details of the Hallmaster Privacy Policy may be [found here](#).
- Contact details of Trust Members: Membership of Contin Community Trust is open to residents of Contin, Tarvie & Jamestown aged 18 and over. Your information will be used to inform you about Trust business, including the AGM. Membership of the Trust expires 1 week before the AGM. Members will need to renew their membership. If we do not hear from members, membership will expire and contact details will be removed.
- Contact details of volunteers: This will be used to connect with community members who have offered their support.

Contin Community Trust does not store any special categories of personal data.

### **How we manage information:**

In accordance with the Data Protection Regulations we will ensure that all personal data are:

- a. (processed lawfully, fairly and in a transparent manner;
- b. processed for specified, explicit and legitimate purposes and not in a manner that is incompatible with those purposes;
- c. adequate, relevant and limited to what is necessary for the purposes for which it is being processed;
- d. accurate and, where necessary, up to date;
- e. not kept longer than necessary for the purposes for which it is being processed;
- f. processed in a secure manner, by using appropriate technical and organisational means;
- g. processed in keeping with the rights of data subjects regarding their personal data.

### **Sharing personal data**

We will treat personal data as confidential and only share with community members with consent of the person whose data we hold.