

# Great Ryburgh Memorial Hall & Playing Field

## Privacy Policy

**Registered names:** The Memorial Hall (1914-1918)(1939-1945) Great Ryburgh and the Great Ryburgh Playing Field

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

### Contact details

Email [alex@ryburgh-memorial-hall.co.uk](mailto:alex@ryburgh-memorial-hall.co.uk)

### What information we collect, use, and why

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Tax payer information (for Gift Aid purposes)

### Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

Your right to erasure - You have the right to ask us to delete your personal information.  
Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.

Your right to object to processing - You have the right to object to the processing of your personal data.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **Our lawful bases for the collection and use of your data**

We collect your information when we receive donations from you or when we are arranging fundraising activities.

Our lawful bases for collecting or using personal information is:

'Contract' – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

### **Where we get personal information from**

- Directly from you
- CCTV footage or other recordings

### **How long we keep information**

We will keep your details until such time as you asked to be erased from our records

### **Who we share information with**

Others we share personal information with

- Legal bodies or authorities
- External auditors or inspectors

### **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

21<sup>st</sup> November 2024

History of amendments		
Date	Amendment	Reason for change

Signed by:

Position

Date