

DATA PRIVACY NOTICE

Parcevall Hall

This privacy notice explains how we gather information about you, the ways in which we use this information, and the legal bases for doing so.

Parcevall Hall (*registered charity number 1155876, and a company limited by guarantee, registered in England & Wales, number 8823593*) requires and uses your personal information to provide services, to fulfil our contractual obligations to you and to promote our activities and aims.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession, or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. How do you collect information about me?

You give us your personal information by email, via the contact form on our website, by telephone, and / or in writing as a part of an enquiry or booking process.

We may obtain personal information indirectly if you have given your consent as a *Friend of Parcevall Hall* for your information to be used by us to keep you up to date with news, activities, events and services in which you may be interested.

3. How do we process your personal data?

Parcevall Hall complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical and practical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To carry out administration in connection with bookings and enquiries;
- To contact you in relation to your booking;
- To maintain our own accounts and records, and for regulatory purposes;
- To inform you of news, events and offers, if you have indicated that you wish to receive such information – a form to complete to provide your consent for this service can be found on our website at parcevallhall.org.uk

4. What personal information do you use?

We may collect, store and use the following types of personal information:

- Your name and contact details, including postal address, email address, and telephone number
- Any other personal information which you choose to share with us or we obtain. For example, any requirements personal to you which it is in your interests for us to have knowledge of.

5. What is the legal basis for processing your personal data?

The GDPR requires us to rely on one or more 'lawful basis' to use your personal information. Parcevall Hall considers the bases below to be relevant:

- Where you have provided your consent for us to use your personal information to send you news and offers.
- Where necessary so that we can comply with a relevant legal obligation (for example to comply with the requirements of HMRC and good accounting practice / law)
- Where necessary for the performance of a contract to which you are a party
- Where there is a legitimate interest in us doing so, such as if it is reasonable to achieve our or others' legitimate interests (as long as that use is fair, and does not impact unduly on your rights)

In general terms, our 'legitimate interests' refer to the running of Parcevall Hall as a charitable entity; to provide a range of services and to promote the activities and services of Parcevall Hall. In these cases, we consider and balance any potential impact on you, and your rights under data protection laws.

6. Sharing your personal data

Your personal data will not be shared with third parties. We will only share your data with third parties outside of the Diocese of Leeds and Parcevall Hall with your consent.

7. How long do we keep your personal data?

We keep your data and any associated paperwork for up to 7 years, where it is appropriate to do so, and when this is required for the purposes of legal compliance, as above.

7. Your rights and your personal data

- Where we rely on your consent to use your personal information, you have the right to withdraw this consent at any time.
- You have the right to ask for a copy of the information we hold about you. If this information is inaccurate, please let us know and we will correct it.
- If you want to access your information, please send a description of the information you want, along with proof of your identity, by post, to The Warden, Parcevall Hall, Skyreholme, Appletreewick, Skipton, BD23 6DG.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Changes to this Notice

We may update this Notice. We will notify you of any significant changes by contacting you directly where this is reasonable and possible, and by updating this Notice on our website.

10. Contact Details

If you have any questions, please contact us on 01756 720213 or email us at admin@parcevallhall.org.uk

For further information you can find the Information Commissioner's guidance at www.ico.org.uk