

### MILFORD ON SEA COMMUNITY CENTRE

#### PRIVACY POLICY

In line with recent legislation the following provides details of the personal information that is held by Milford on Sea Community Centre, its usage and security.

#### **Booking Office**

The Booking Office works with Ticketmaster to provide tickets both online and via the Box Office in the Community Centre. Details include names, addresses, telephone numbers and email addresses. These will be kept for a maximum of 1 year after which they will be deleted from the system. It is important for the Box Office to have this information in case events are cancelled, or timings changed or in response to a waiting list ticket availability. If an individual wishes to check their information, it can be provided within one month, and if requested, deleted.

#### **Online Information Requests**

There is an opportunity for people to request to be added to the Centre's mailing list for details of future events. This is a list of names and email addresses only and is held on an individual computer which is password protected. Recipients can request to be removed from this list at any time.

#### **Volunteers**

Volunteers are essential to the Community Centre and they have provided names, addresses, telephone numbers, email addresses (where applicable) and areas of interest. These details are kept in paper form on a file held in a locked cupboard as well as on a database held by individual Volunteer Team Leaders (eg for the Bar, Café, Shop, etc) and the Volunteer Coordinator and Volunteer representative on the Board of Trustees. All are held in secure environments.

#### **Hirers**

The space in the studio, youth room, committee room and main hall are all available to hire by third parties. With regard to regular users, e.g. those who run exercise classes, their details are kept on a list - and agreed contact details are included in the Centre's "What's On" leaflet circulated to local households and available in local shops. Individual hirer's details are only kept prior to the event.

For the above 3 groups, the Trustees assure you that –

- Your details are kept in secure environments with no access by the general public.
- Your data will never be sold or shared with third parties.
- Your data will not be passed on to anyone else without your prior permission.

12 October 2020