

THE COLMAN INSTITUTE PRIVACY STATEMENT FOR HIRERS

The Trustees and staff at the Colman Institute take your privacy seriously and will ensure that your data is used for the sole purpose of matters pertaining to your hire of the Colman Redland Centre. Your data is not shared with anyone outside this Charity. Your data is securely shared between the Secretaries (only) with a copy kept in the locked office for the Trustees to access in an emergency.

We require your name, email address, contact telephone number and contact address. You must agree to supply that information to the Institute and give your permission for us to use that information. For our Regular Users, permission should be given via the Booking Schedule form, for our casual hirers, permission should be given via the Booking form.

Your data will NOT be shared with any third party. Your name/group name will be live on our electronic calendar, and your name and email address will be live on our accounting software. Your details will need to be kept for 6 years after you finish using the Colman Redland Centre for accounting (HMRC) purposes. After 6 years your data will be destroyed. Hire agreements and booking schedules will be kept for 6 years and will also be destroyed after this date.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated; secretary@colmanredlandcentre.org.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>