

Privacy

Kingswells Community Centre Association provides a programme of activities with the community centre, both directly and by hiring out our premises to others. As a part of this service, the Association will collect and store information about you (your personal data). This notice explains what the Association will collect, why we collect it and your rights.

Who are we?

Kingswells Community Centre Association will be responsible for the data which we collect from you for your use of activities provided directly by the Association. This means that we are the 'Data Controller'. Our Data Protection Officer is the Centre Administrator. You can contact our Data Protection Officer at:

Post: Kingswells Community Centre Association, Village Centre, Kingswells Aberdeen, AB18 8TG

Email: communitrycentre@hotmail.co.uk

Phone: 01224 741806

What will we collect?

- We will collect your name, address, telephone, email, and bank details if required.
- CCTV footage
- Photographs, video footage at events or activities
- Accident report information

Why are we collecting it?

We are collecting your personal data so that we can provide you with information relating to the activities you participate in at the centre and to make you aware of activities you may be interested in, such as our annual general meeting.

Providing a range of activities in the centre is the service we provide. We need to collect and use your personal data so that we can perform this task and provide you with the service.

CCTV Monitoring

Close circuit television cameras are used for the security of property and in order to protect against damage or theft. Access to the footage will be strictly limited to authorised personnel. The Community Centre has a relevant policy in place to cover CCTV usage.

What will we use your information for?

We will use your information to inform you know about any changes, or developments, with the activities you attend and to provide you with information relating to the overall operation of the Centre and the Association. As the Association is a voluntary organisation, we like to ensure that everyone who uses the centres is aware of how we are operating and have an opportunity to get involved.

How will we store it?

We will store your information safely and securely. It will be stored on a computer and in a paper folder. Only those people who need to access the information to provide you with our service will have access.

Privacy Notice

Kingswells Community Centre and Webster Park



How long will we keep the information?

We will keep your information while you use the services provided from the Community Centre, and for up to 1 month afterwards in case there is any correspondence required after the completion of the event. Documentation will be shredded at this time.

Will we share your information with anyone else?

We will not share your information with anyone else without asking you for permission first.

What are my rights?

You have the right to lodge a complaint with both Kingswells Community Centre Association and the Information Commissioner's Office about how we have handled your data. The ICO can be contacted at 0303 123 1113 or at <https://ico.org.uk/concerns>.

You have the right to request access to your personal data. You can request access by contacting the Data Protection Officer.

You have the right to request that Kingswells Community Centre Association rectify or erase your personal data, to the extent which the law permits