

AYLESFORD VILLAGE COMMUNITY CENTRE (AVCC)

PRIVACY POLICY

INFORMATION HELD

You consent to AVCC holding your name, address, telephone no., e-mail address, and bank details, when you complete the Hire Agreement in order to enter into a contract for the hire of the premises. This information is obtained directly from you and is not obtained from any other source.

WHAT WE DO WITH YOUR INFORMATION

The AVCC Bookings Manager will use your information to raise a contract and an invoice for the hire of the Centre. Your banking details, which are held on the Hire Agreement only, are used solely for the purpose of returning your deposit. AVCC may need to use your information to advise you about issues with their administration or problems at the Centre.

The AVCC do not pass your information on to any other third parties.

HOW YOUR INFORMATION IS STORED

Your information is stored on the Hire Agreement and on the AVCC computer and its secure Booking System. (Your Bank details are NOT held on your invoice, the AVCC computer or Booking System.) All personal information held on the AVCC computer and Booking System is double password protected and encrypted.

HOW LONG WE KEEP YOUR INFORMATION

Your hire contract will be kept to the end of the financial year after the termination of the hire. It will then be securely destroyed. Invoices will be kept for auditing purposes and retained for six years (legal requirement) after which time they will be securely destroyed. Invoices only show your name and address, telephone number and email address.

CCTV POLICY AND CODE OF PRACTICE

Closed Circuit Television (CCTV) is installed at the Community Centre for the purposes of staff and public security. It is also used to check arrival and departure times of staff and hirers.

The use of CCTV falls within the scope of the Data Protection Act 1998. This code of practice follows the recommendations issued by the Data Protection Commissioner in accordance with powers under section 51 (3)(b) of the 1998 Act.

- Access is restricted to authorised personnel only.
- Images will only be seen in the event of an investigation.
- Images will be available to police on application.
- Images may also be made available if appropriate, after an application and payment of a £10 fee.
- Images are kept for a maximum of 8 weeks.

YOUR RIGHTS

You have consented to supply us with your personal information. You have the right to access, amend or delete your information. Should you not wish to receive any communication from us you should confirm this in writing or by e-mail to bookings@avcc-hallhire.co.uk.