



Badwell Ash Village Hall - Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

By Post:

The Village Hall Trustees, The Village Hall, The Street, Badwell Ash, BURY ST. EDMUNDS, IP31 3DG

What information we collect, use, and why

We collect or use the following personal information **for the prevention, detection, investigation or prosecution of crimes or incidents:**

- Video recordings of public areas (including indoor and outdoor spaces)

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data..
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** - When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for the prevention, detection, investigation or prosecution of crimes or incidents** are:

- Legitimate interests - we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk

of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- Prevention of crime or investigation of an incident

Where we get personal information from

- CCTV footage

How long we keep information

Video recordings are normally kept for up to four weeks pending overwrite.

Who we share information with

Others we share personal information with

- Insurance companies, brokers and other intermediaries
- Emergency services

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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