

BIRKDALE COMMUNITY HUB AND LIBRARY

PRIVACY NOTICE

Dated: March 2021

Our contact details:

Manager
Birkdale Community Hub and Library
The Station Master's House
2 Liverpool Road
Birkdale
Southport
PR8 4AR

01704 566992

contact@thestationmastershouse.co.uk

The type of personal information we collect:

We currently collect and process the following personal information:

Name
Address
Email address
Telephone number
Year of Birth

How we get the personal information and why we have it

The personal information we process is provided to us directly by you to enable us to provide a community service at the Birkdale Community Hub and Library for the benefit of the public.

We use the information that you have given us in order to:

- administer membership records;
- manage our volunteers;
- maintain our own accounts and records; and
- inform you of news, events, activities and services provided by the Birkdale Community Hub and Library.

We will not share this information with any other organisations or individuals, unless required to by law.

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting the Manager at the address given above.

How we store your personal information

Your information is securely stored electronically within our library management system software hosted in the cloud.

We keep your personal information for the duration of your membership of the Birkdale Community Hub and Library. Within one month of your membership ending, either by you advising us of such in person, by letter or email or by BCHL deciding to terminate membership (e.g. for breach of Terms of Use), we will dispose of your information by permanently deleting your membership record within the library management system software.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information.

Your right to object to processing - You have the the right to object to the processing of your personal information.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@thestationmastershouse.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address given above or by email to manager@thestationmastershouse.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>