



PRIVACY POLICY

THE BLUEBELL COMMUNITY CENTRE

PRIVACY POLICY

Who we are

The Bluebell Community Centre is a council owned community space that is available for events and services for the local community. The privacy policy for the Bluebell Community Centre (B.C.C.), are committed to protecting and respecting your privacy. This policy (together with our terms and conditions, and any other documents referred to on this website), sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us whilst being compliant with GDPR. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We keep certain basic information when you visit our website and recognise the importance of keeping that information secure and letting you know what we will do with it.

This policy only applies to this website. If you leave our site via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy, or the terms of the website and you should check their policy before continuing to access the site.

Information we collect

We process your personal data when you use our services and/or because you provide it to us directly. This data may include your names (first name and surname), addresses (correspondence address, email addresses and billing addresses), phone numbers, as well as other personal data that you actively provided by completing any web form. **We do not store your credit or debit card details.** The payment details we provide on our forms are for you to make payments via BACs, or cheque only.

Legitimate Interest

We may also use legitimate interests to send out our publicity/promotional materials but only where such materials relate directly to the B.C.C. and you have not told us **not** to send you such information. We may ask for your consent to send publicity/promotional communications out to you, including information about our events and other publicity materials when you are first introduced



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to us. If you do not wish to receive such materials, please do not hesitate to contact us using the email address: bluebellcommunitycentre@hotmail.com, and we will remove your details.

Sharing Your Personal Information

We will **not** pass on your details to any third-party organisation.

Retention period

We will only hold your personal information for as long as necessary for the purposes for which we collected your information. If, at any time, you wish us to remove any or all of your details, you have the right to do so, using the email address detailed above.

Changes to our Privacy Policy

Any changes we make to this privacy policy in the future will be posted on this page and, where appropriate, you may be notified by e-mail. However, we advise that you check this page regularly to keep up to date with any necessary changes.

Contact Details

Questions, comments and requests regarding this privacy policy are welcomed and you can contact us at bluebellcommunitycentre@hotmail.com.