

# **Fernhurst Centre (“the Centre”) PRIVACY POLICY**

This policy explains what information about individuals, known as personal data, the Centre collects and holds and how it uses it. For the purposes of data protection legislation the Fernhurst Centre Limited is the data controller and data processor of this information and can be contacted at The Fernhurst Centre, 2 Crossfield, Vann Road, Fernhurst, Haslemere GU27 3JL [ferncent@gmail.com](mailto:ferncent@gmail.com). The Data Protection Officer is the Chair of Trustees from time to time.

## **How the Centre collects information**

The Centre collects and stores information provided by individuals. It does not use cookies or any other indirect method of personal data collection.

## **The type of information that is collected and held**

The Centre uses CCTV inside the Centre for the purposes of crime prevention. Footage is kept on a rolling basis and old footage deleted.

During the coronavirus pandemic and from July 2020, the Centre collected contact details of visitors to the Centre for Test & Trace purposes. These data were destroyed 21 days after acquisition. The need to do this was largely superseded by the introduction of a bespoke NHS test and trace location specific QR code except for visitors without smart phones.

The Centre collects and holds personal data in relation to the following:

- contact information provided by subscribers to newsletters and related updates;
- volunteer duties;
- information about Centre course or event attendance and feedback;
- membership of a Centre scheme such as Friends or film Club;
- supplier details;
- trustee details;

## **What the Centre does with the information collected**

The Centre uses the information collected to keep in touch with data subjects by email and by telephone and post and to conduct the activity for which the data was provided and notify them of events and activities at and information about the Centre.

The Centre will not disclose to or share with any third party any personal data for marketing or any other purposes. The Centre does not collect or hold data regarding children under 18.

## **Control and security of personal data and rights of the individual**

Personal data held online by the Centre is protected by password and only accessible to and used by relevant members of the Centre’s management team. Manual records are kept in locked cabinets. Regular reviews of data held are undertaken to ensure details are up to date.

Individuals may opt out of all or any type of communications undertaken by the Centre at any time by contacting the Centre or by using the unsubscribe option contained within online communications.

An individual whose contact information is held by the Centre has a range of rights under applicable data protection laws including the right to access the information held about him or her and the right to require it to be updated.

December 2020.