

**ELSENHAM COMMUNITY ASSOCIATION  
MEMORIAL HALL, PLAYING FIELD,  
ELSENHAM (Off LEIGH DRIVE)  
CM22 6BY**

Registered Charity: 1186436

Booking Secretary. Cheryl Rae. Tel: 07714 179070  
Email: elsenhamca@btinternet.com

**PRIVACY NOTICE**

**Information Security**

Elsenham Community Association cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Hirers Privacy Notice**

When you hire Elsenham Memorial Hall:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

**Trustees (Full Council Members) Privacy Notice**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide you with relevant information. Your personal information will not be shared with any third party without your prior consent.

**Contributors and Advertisers of Elsenham News or Elsenham Fete Privacy Notice**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to invoice you and to contact you with relevant information. Your personal information will not be shared with any third party without your prior consent.

**ECA Website: <http://www.essexinfo.net/eca>**

Our website is hosted by Essexinfo.net and cookies are used.

Cookies are not used to gather personal information and store no personal data. We cannot use the cookies to tell us who you are nor track your individual use of the site. For further information visit our website and click on "Cookies".

**Elsenham Community Association's Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

## **Your Rights**

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Booking Secretary: [elsenhama@btinternet.com](mailto:elsenhama@btinternet.com)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [elsenhama@btinternet.com](mailto:elsenhama@btinternet.com)

### **Information Deletion**

If you wish Elsenham Community Association to delete the information about you, please contact: [elsenhama@btinternet.com](mailto:elsenhama@btinternet.com)

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [elsenhama@btinternet.com](mailto:elsenhama@btinternet.com)

### **Rights Related to Automated Decision Making and Profiling**

Elsenham Community Association does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Elsenham Community Association's Booking Secretary: [elsenhama@btinternet.com](mailto:elsenhama@btinternet.com) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

*A copy of this statement can be found on our website <https://e-voice.org.uk/eca/privacy-notice/>*