

# WYLAM INSTITUTE COMMUNITY ASSOCIATION

## PRIVACY STATEMENT

Wylam Institute Community Association ('the Institute') respects an individual's right to privacy and data protection in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and associated data protection legislation.

This statement advises you how we will collect, store, use, share, protect and process your personal data.

Personal data is information that identifies you. The Institute is the controller (meaning the organisation which is responsible for and controls the processing) of the information that you supply it with. On occasion, this information may be shared with a third party who will act as a data processor to carry out a specified function on behalf of the Institute.

If you have any requests concerning your information or any queries with regard to this Privacy Statement please contact us at [wylaminstitute2@gmail.com](mailto:wylaminstitute2@gmail.com).

### **Who does this Privacy Statement apply to?**

This Privacy Statement applies to information that we collect from the general public, volunteers, employees, Trustees, other third parties and visitors to our premises, events, websites, networks and portals.

We collect information via:

- the Institute website and social media portals including enquiry forms
- the Institute electronic booking system (third-party portal).
- email and telephone
- hire agreements
- employment contracts, references and criminal record checks
- personal interviews
- surveys
- CCTV system
- events and activities held at the Institute.

We also collect information from other sources – for example, an anonymised summary of Parish Council neighbourhood survey responses relating to the Institute. We may also receive information about you from third parties.

### **What information is collected?**

Your business relationship with us determines what information we collect from you. We aim to limit the amount of information we process to that which is reasonably necessary including:

- services for hiring the Institute
- employment as a Trustee, employee or volunteer

- responding to issues raised
- formalities for entering into a hire agreement or other contract with us.

The types of information we collect are:

1. personal information: name, date of birth, address including postcode, email address and telephone number
2. special category information: for employment as a Trustee, employee or volunteer – for example, gender, nationality, national insurance number, right to work in the UK details, physical or mental health medical needs, next of kin details
3. information relating to criminal convictions, offences and behaviours: for Trustees, employees and volunteers
4. hirer or visitor feedback: information voluntarily shared with us about your experiences with the Institute, including information collected in surveys, user groups, forums, website, social media comments and emails
5. public profile on a third-party platform such as Facebook that you allow to be shared
6. images and sounds:

#### **At our premises**

We operate a surveillance camera system (CCTV) in the Institute for the following purposes:

- to help deter and/or detect crime, anti-social behaviour or breaches of contract
- to provide evidential material for court or alleged misconduct and/or holding disciplinary hearings
- to help reduce the fear of crime
- to provide assistance in the overall management of public safety
- for staff monitoring and safety
- to enhance community safety.

Appropriate signage at entranceways and near the camera locations is displayed. This system may record images and sounds.

#### **Promotional recording of images and sounds**

- There may be occasions where your image or voice is captured for the purpose of producing promotional materials.
  - Consent for this will be obtained at the point of capture. You may at any time ask us to stop using your images or sounds in promotional materials whilst being aware that we may be unable to remove them from already published materials or videos. At no time does this diminish your data protection rights.
7. Video conferencing recordings: meetings may be recorded and transcribed for minutes. Participants will be made aware of the recording, which will not be retained for longer than necessary.

## **How we use your information**

Your interaction with the Institute establishes the lawful basis that we will use to process your information under data protection legislation. The information may need to be shared with third parties to fulfil the purpose for which we are processing it.

The lawful interactions are:

- hire agreements between you and the Institute for holding an event or events
- processing of information for our interests, including updating you on Institute activities, and communications between you and the Institute
- where you have consented to us processing your information – for example, where you have sent us a CV for employment purposes.

There may be rare circumstances, when a life is at risk, when it would be necessary for the Institute to share your information under the lawful basis of vital interest. Sharing your data with appropriate third parties would speed up the response and enable relevant permissions to be granted.

## **Protecting personal information**

We are committed to ensuring that your information is secure and the Institute will take appropriate measures to protect the confidentiality, integrity and security of personal information, whatever way the data is collected.

## **Disclosure of personal information**

We will never share information with a third party that intends to use it for direct marketing purposes. There are occasions when we need to share your information with selected third parties. On these occasions, the Institute will ensure that the third party keeps information private and secure.

## **Accessing and amending your personal information**

Under the UK GDPR you have rights regarding the information the Institute holds about you:

- **Right to Object:** the right to ask us not to process your information where it is processed on a lawful basis. You can opt out of receiving marketing at any time without prejudice.
- **Right of Access:** the right to access the information we hold about you, to know what we hold, what format it is in, and to have a copy if you wish. This is called a Subject Access Request.
- **Right to Rectification:** if we hold incorrect information, you have the right to ask us to correct it without undue delay.
- **Right to Erasure / Right to be Forgotten:** the right to request that all information held by the Institute which identifies you is deleted. There are occasions where we must retain information due to specific legislative or regulatory requirements and we will let you know if this is the case.

- **Right to Complain:** the right to complain to the Institute in the first instance and allow us to help resolve your issue. If you remain dissatisfied, you have the right to complain to the Information Commission (IC).
- **Consent:** if the Institute requires your consent to process your information, we will be clear about the purpose for requiring your information. You may amend or withdraw your consent at any time.

## **How long do we keep your personal information?**

We will only retain your information as long as is reasonably necessary and in line with any legal or regulatory requirements.

## **Contacting us**

Address: Wylam Institute, Church Road, Wylam, Northumberland NE41 8AP

Telephone: 01661 852498

Email: [wylaminstitute2@gmail.com](mailto:wylaminstitute2@gmail.com)

Website enquiry: <https://northumberlandvillagehalls.org.uk/wylam-institute-community-association>

Date approved: 7 January 2026

This Privacy Statement will be reviewed every 3 years.