

Privacy Policy

How we use your information

This privacy notice tells you what to expect when Petersfield Community Association collects personal information. By 'personal information' we mean names, addresses, emails and phone numbers and possibly details on incidents. We may use this information to:

- communicate with you
- keep financial records, i.e. provide an audit trail to identify source of income
- make it easier for you to make future bookings
- deal with enquiries and incidents
- recruit new staff

Visitors to our websites

When someone visits our website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site so that we can provide information according to our customers' requirements.

We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

Security of Data

- Personal data we hold will not be shared with any third parties
- Personal data will not be used to send out mass mailings unless you have asked to receive them
- Data will be held securely at all times and disposed of carefully (ie shredded)
- Data relating to bookings will be retained for 3 years after the financial year to which it relates
- Data relating to financial information (eg employees data) will be retained for 6 years after the financial year to which it relates, since this is a legal obligation.
- Data relating to staff, volunteers or trustees will be retained as a matter of historical record.
- Data related to Health and Safety and Safeguarding issues will be retained indefinitely and may be shared with relevant outside bodies should there be good reason to do so (e.g. police, social services)

CCTV

- Petersfield Community Association is registered with the Information Commissioners Office and has CCTV both inside and outside the building
- Images and access to the CCTV are restricted to authorised staff only
- Recorded incidents are only retained on the DVD player for long enough for incidents to come to light and be investigated
- Except for law enforcement bodies, images will not be provided to third parties