

BASSENTHWAITE PARISH ROOM

General Data Protection Regulation (GDPR) Policy

WEBSITE COMPLIANCE

The website uses analytic cookies to track visits to the website. This information is accessible only to individuals who administer the website: it is not publicly available. At no stage during this process is any personally identifiable data collected or stored. Visitor views are not made public on the website.

Within the pages of the website, a public availability calendar exists to allow any user to view regular classes and activities in the Parish Room and dates which are unavailable due to other pre-existing bookings. Only contact details of regular group leaders are viewable on this calendar: no details of private or provisional bookings are viewable by the public. Regular group leaders are contacted on an individual basis regarding the information stored and shared for their group. The relevant booking officer within the Bassenthwaite Parish Room Management team will hold personal details of provisional and confirmed bookings on Google Mail and a relevant Google Calendar; Google is listed as a GDPR compliant platform.

The online booking form within the website describes how the information provided by individuals is processed to facilitate booking of the Parish Room. Only information which is relevant to the booking is requested. An individual will have the right to have their data being removed at any time; the process for removal of data is made public via the booking page. The online booking form itself is provided on the website platform which is listed as a GDPR compliant platform. The submitted online form is stored on the Parish Room Gmail account, part of Google, which is listed as GDPR compliant. The information processed for a confirmed booking at the Parish Room is stored for one year from the date of the booking. The information processed for a request for which the Parish Room is unavailable to accommodate will be deleted within one week of the individual being made aware that the Parish Room is unavailable. Unless rebooking within one year of a confirmed booking, all individuals will have to complete a new booking form so that their data is available to the relevant booking officer for the booking process to occur.

FRIENDS OF BASSENTHWAITE PARISH ROOM COMPLIANCE

Individuals are able to register to become a Friend of Bassenthwaite Parish Room which gives them access to a regular newsletter in email form. To facilitate this service, the editor holds a minimum amount of personal information for individuals comprising their full name and email address. To comply with GDPR, this information is held as contacts on a dedicated Google Mail account; Google is listed as a GDPR compliant platform. By contacting the editor, via the Friends of Bassenthwaite Parish Room email address, an individual can request that they are removed as a Friends of Bassenthwaite Parish Room. The contact details for that individual will be deleted. Should an individual wish to sign up again to become a Friend of Bassenthwaite Parish Room, they will be required to re-submit their personal details and consent for these details to be stored.

PRIVACY OF STORED DATA COMPLIANCE

To comply with the Data Protection Act 1998 we adhere to strict technical and organisational security procedures. All information submitted on the Bassenthwaite Parish Room webpages is available only to nominated individuals within the Parish Room Management team who have access to the website administrative facilities of the website which are password protected. Specifically booking information is controlled by the relevant booking officer via bookbassenthwaiteparishroom@gmail.com which is a password protected account; all data is stored on Google platforms including Gmail and Calendars, which are both listed as GDPR compliant platforms. Data stored electronically for one year from the date of booking may be collated anonymously, printed and filed by the Management Committee for usage monitoring of the Parish Room; any printed information will not include any personally identifiable information about an individual. Personally identifiable information will only be stored electronically using Google, listed as a GDPR compliant platform. Electronic correspondence with the Parish Room will be stored on the aforementioned booking officer account: no personal details or information will be made available to third parties or to any members of the Committee who do not have password access to this account.

Within the one year period from the date of booking, Bassenthwaite Parish Room Management team will keep all personally identifiable information confidential except in circumstances where we are compelled to disclose this information by law or to comply with an instruction of a regulatory body of competent jurisdiction. The personal information that we hold will be held securely to ensure no unauthorised disclosure or access takes place.

Revised January 2025