

Charity Number: 1156427

Somerford ARC Community Centre

Privacy Notice

November 2025



General Statement

Somerford ARC Community Centre is committed to protecting and respecting your privacy and the personal data we retain.

This Privacy Notice explains how Somerford ARC Community Centre (Registered Charity No: 1156427) uses and protects information given to us by trustees, employees, volunteers, service users and users of our website.

Our Privacy Notice covers all activities and groups provided directly by our organisation. It does not cover activities provided by private hirers; requests for information held by private groups should be sought directly from them.

Any information held by us will only be used in accordance with this statement.

Somerford ARC Community Centre is the Data Controller for the personal information we process.

Our Contact Details

| | |
|------------------------------------|---|
| Name | Somerford ARC Community Centre |
| Address | 20 Southey Road, Christchurch, BH23 3EH |
| Telephone Number | 01202 470770 |
| Email Address | info@somerfordarc.com |
| Data Protection Compliance officer | Lauren Biggs |

Legal Framework

Our policy complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Under the UK GDPR, we must have a legal basis for processing your personal information. Somerford ARC Community Centre processes your information for one of the following reasons:

- **Consent:** The individual has given clear consent for us to process their data for a specific purpose.
- **Contract:** The processing is necessary for a contract with the individual or in preparation for entering into a contract.
- **Legal obligations:** The processing is necessary for us to comply with the law (not including contractual obligations).
- **Legitimate interests:** The processing is necessary for our legitimate interests or those of a third party, unless those interests are overridden by your rights of freedom.

Lawful Basis by Purpose

| Purpose of Processing | Legal Basis |
|--|------------------------------------|
| Booking and managing facility hires | Contract |
| Use of photos on social media, website, etc. | Consent |
| Health and safety or safeguarding activities | Legal obligations/ vital interests |
| Staff and volunteer administration | Legal obligations/ vital interests |

| | |
|---|-----------------------------|
| CCTV for premises security | Legitimate interests |
| Recruitment and application processes | Contract/ legal obligations |
| Communication through website contact forms | consent |

* *Vital interests applies only where there is a serious risk to someone's life or safety.*

Withdrawing Consent

Where we rely on your consent to process personal data (e.g., for photographs or website use), you have the right to withdraw your consent at any time. To do so, please contact us using the details provided above.

Information we collect about you and how we use it

We collect only the minimum amount of information necessary for the relevant purpose:

- Your identity information such as first name, last name and other identities you may have provided.
- Your contact information such as billing address, email address, telephone numbers and any other information given for the purpose of communication.
- DBS certificates, teaching certificates and evidence of insurance, provided by you, necessary to utilise or hire our facility.
- Website contact form, your email address and name.
- Information and photographs provided and consented by you to use within our facility, website, or social media pages.
- Information provided and consented by you for use in Somerford ARC Community Centre's internal and external presentations.
- Financial data collected from employees of Somerford ARC Community Centre.
- Anonymous data demonstrating statistical or demographic data.
- Images captured by CCTV for premises security purposes
- Sign in logs for classes and groups run directly by our organisation for emergency evacuation procedures and health and Safety purposes.
- Advertising external groups and classes on our website or other social media platforms.
- Recruitment of potential employees and volunteers.
- Administration and management of employees and volunteers.

Special personal information

Sensitive data (e.g., physical or mental health) is only collected when necessary for safeguarding and wellbeing. It is stored securely and treated with strict confidentiality.

Equality and diversity monitoring data is collected (anonymously or with consent) to support fair recruitment and is never shared with third parties.

Why we collect personal information

We collect data:

- For the safeguarding and wellbeing of our trustees, employees, volunteers and service users, while using our facilities.
- For the hiring of our facilities.

- Ticket booking or reservations.
- Invoicing.
- For the purposes of health and safety and fire safety.
- Statistical data for the purposes of demonstrating to external organisations our impact on the community.

Children's Data

No data or images relating to a child under 18 will be processed, used, or stored without the consent of a parent or guardian.

Sharing of personal information

We do not sell or share your personal information with third-party organisations, unless:

- You have given explicit consent
- We are legally required to do so (e.g., safeguarding or legal investigations)

In such circumstances, we will keep you informed wherever possible.

If you do not provide personal information we need

If you do not provide the data we require under law or contract, we may be unable to provide services or proceed with employment or hire arrangements.

Security and storage of personal data

All data is securely stored:

- Physical records are kept in locked cupboards in a secure location
- Electronic data is stored on encrypted devices and protected by passwords and access controls

We take all reasonable steps to ensure your data is kept secure, accurate, and used only as outlined in this notice.

Data retention

Somerford ARC Community Centre retains personal data only as long as necessary. Our retention periods are:

- **Personal data:** Up to 2 years after last contact, unless required longer for legal reasons
- **Financial records:** Minimum of 6 years, as required by law
- **Employee records:** Typically 6 years after employment ends, unless legally required longer

International Data Transfers

We do not transfer any personal data outside the UK. If this changes, we will update this notice and implement appropriate safeguards.

Automated Data Transfers

Somerford ARC Community Centre does **not** use automated decision-making or profiling in any of its operations.

Your rights under UK GDPR

You have the following rights:

- **Right to be informed** – to know how your data is used
- **Right of access** – to see the data we hold about you
- **Right to rectification** – to correct inaccurate information
- **Right to erasure** – to request deletion of your data ('right to be forgotten')
- **Right to restrict processing** – to limit how your data is used
- **Right to data portability** – to receive your data in a reusable format
- **Right to object** – to stop your data being used in certain ways

To exercise any of these rights, please contact us using the details at the top of this notice.

CCTV operation

CCTV is in operation on the external property to ensure the safety of our premises, staff, volunteers, and visitors.

- **Legal basis:** Legitimate interests
- **Retention period:** Maximum of 30 days, unless needed for an incident
- **Access:** Restricted to authorised staff only. Shared externally only when legally required

Website Use and Cookies

Somerford ARC Community Centre does not use cookies, analytics, or tracking technologies on our website. No personal data is collected through your use of the website, other than information you voluntarily provide via our contact form.

How to complain

If you believe your data is not being used correctly, contact our Data Compliance Officer to request a complaint form:

 **Email:** info@somerfordarc.com

 **Phone:** 01202 470770

Complaints to a regulator

If you are not satisfied with our response, you can contact the **Information Commissioner's Office (ICO)**:

 <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

 **Helpline:** 0303 123 1113

This Privacy Notice was reviewed: 24-11-2025

