

## **Privacy Notice**

### **Village Halls and Community Buildings training**

#### **Who we are**

Rural Action Derbyshire takes your privacy seriously. If you have any questions regarding your personal data we can be contacted by:

Telephone on: 01629 592970

Email at: [info@ruralactionderbyshire.org.uk](mailto:info@ruralactionderbyshire.org.uk)

Writing to: Rural Action Derbyshire, Town Hall, Bank Road, Matlock, Derbyshire DE4 3NN

Please note that the most up to date version of this privacy notice can be found on our website at [www.ruralactionderbyshire.org.uk/Pages/Category/personal-data](http://www.ruralactionderbyshire.org.uk/Pages/Category/personal-data) or provided in hard copy on request. If we make any material changes to the way we use your personal data we will contact you by email to advise you of this or where necessary request your consent.

#### **Our agents**

You may pay for our courses online via our website using our agent Stripe, an online payments platform. They can be contacted regarding personal data at [privacy@stripe.com](mailto:privacy@stripe.com)

#### **The personal data we hold and what we do with it**

We store your name, email address, address and telephone number in order to contact you with reminders about or changes to the training you have booked before it happens. We store any special requirements you have stated in order to meet your needs on the course. We also store your name, email address, address and telephone number to provide you with information following the course and to request feedback about the training.

#### **Our lawful basis for processing your personal data**

Where payment is made for the training booked the lawful basis for this processing is contractual.

Where the training is free to you the lawful basis for this processing is legitimate interests.

#### **Our legitimate interests for processing your personal data**

Where the training is free to you, our legitimate interests for processing your personal data are:

- Keeping you informed about any free course you are attending
- Providing information about the course afterwards and requesting feedback

#### **Personal data we receive from other organisations and the source of the personal data**

We receive your payment card expiry date information as part of the reporting we are given by our agent Stripe.

#### **Data sharing**

We do not share your information outside of Rural Action Derbyshire.

### **Data transfers**

We do not transfer your personal data to any third countries or international organisations. However when you make a payment via our agent Stripe they may transfer your personal data outside of the UK. Please refer to their privacy policy online at <https://stripe.com/gb/privacy> for more details.

### **Data retention**

We store your name, email address, address and telephone number for 1 year.

Where you make a payment online via our website your personal details are also stored separately by our agent Stripe. Please refer to Stripe's privacy policy online at <https://stripe.com/gb/privacy> for more details.

### **Your rights in respect of your personal data**

You have the right to access your personal data, as held by us, by making a request using the contact details above. You also have the right to have your personal details held by us amended at any time during the data retention period on request by contacting us as shown above.

You may request us to delete your details after completion of training and payment of any outstanding monies.

You have an absolute right to stop your data being used for direct marketing from us by contacting us as shown above.

You have the right to object to the processing of your personal data because we are relying on legitimate interests as the lawful basis for processing relating to the free course you are attending. However you must give specific reasons why you are objecting to this processing of your data and these reasons should be based upon your particular situation. Please be aware that without the ability to process your personal data as described in this notice we may be unable to provide you with free training.

Your personal details are also stored separately by our agent Stripe and you should refer to their Privacy Policy online via <https://stripe.com/gb/privacy> for more details regarding your rights in respect of your personal data stored by them.

### **Contractual obligations**

In respect of training you pay for, you are under a contractual obligation to provide the personal data described above in order for us to fulfil our contract to provide training to you.