



The Hub at St Peter's Privacy Notice and Cookie Policy

Privacy Notice

The Hub at St Peter's ('The Hub') is a registered charity. It is a secular (non-religious) community development project which is owned and managed by Peterchurch Parochial Church Council (the 'PCC'). The PCC employs staff to run The Hub.

The PCC has two different Privacy Notices, one which covers the use of personal data gathered in relation to church activities (which can be found [here](#)), and this separate Privacy Notice which just covers the use of personal data gathered in relation to The Hub.

1. Who are we?

The PCC (as owner and manager of The Hub) is the 'data controller' (contact details below). This means it decides how personal data is processed and for what purposes.

2. Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in (or likely to come into) our possession.

3. How do we process personal data?

The PCC complies with its obligations under applicable law by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We may collect, use, store and transfer different kinds of personal data about you depending upon the nature of your relationship with us. This may include (for example) identity and contact data (name, email address, postal address, 'phone number, etc), data relating to sales and purchases, data relating to your preferences and needs (eg where we are supporting you through one of our initiatives), attendance details (eg for activities and events).

We also collect aggregated anonymised usage data relating to use of our website. Please refer to our Cookie Policy below for more detail.

We use personal data for the following purposes:

- To enable us to operate and manage The Hub both as a community development project for the benefit of people living and working within The Golden Valley, and more generally;
- To manage The Hub's employees, volunteers, contractors and suppliers;

- To administer The Hub's supporter, subscriber and volunteer records;
- To administer all aspects of The Hub Café;
- To fundraise for, and to promote and publicise, The Hub and its various associated interests from time to time;
- For The Hub's accounting, reporting and record-keeping activities (including the processing of Gift Aid applications);
- To inform you of news, events, activities and services taking place within The Hub or locally.

4. What is the legal basis for our processing your personal data?

- With your consent so that we can keep you informed about news, events, activities and services, and process your donations/Gift Aid donations;
- To comply with legal obligations, including laws and regulations relating to Covid-19;
- Processing necessary for our legitimate interests (or those of a third party), which include the day-to-day running of The Hub and The Hub Café.

5. Sharing your personal data

Depending on the context and your relationship with us (eg whether you are a Hub employee, a café customer, a volunteer etc) we may share personal data with certain third parties in relation to the activities described in Paragraph 3 above. This may include our service providers (Wix, Mailchimp, Survey Monkey, etc), our suppliers and advisors, the PCC, Diocese of Hereford, Church of England, National Lottery, Hereford County Council, volunteers, the people and organisations who provide services and facilities at or with The Hub and any other person or organisation to whom we have a right or duty to disclose personal data.

6. How long do we keep your personal data?

We keep The Hub's data in accordance with the guidance set out in the guide 'Keep or Bin: Care of Your Parish Records' from the Church of England, which can be viewed [here](#).

7. Your rights

Unless subject to an exemption under the applicable law, you have the following rights with respect to your personal data which we hold in relation to The Hub:

- To request a copy of the personal data which we hold about you;
- To request that we correct your personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for us to retain such data in the context of The Hub;
- To withdraw your consent to the processing of your personal data at any time;
- To request that we provide you with your personal data and where possible, to transmit it directly to another data controller (known as the right to data portability);
- Where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- To object to the processing of your personal data;
- To lodge a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, tel. 0303 123 1113,

however we would like to try to resolve any issues with you directly, *so please do contact us first.*

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints in relation to The Hub's use of your personal data, please contact the PCC via The Hub's Project Coordinator in the first instance (Tel: 01981 551143 or Email: info@hubcommunity.org). Alternatively, you may contact the PCC via the Wye Dore Parishes [website](#).

Cookie Policy

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use **essential cookies** to make our site work. Essential cookies enable core functionality such as security, network management and accessibility. You may disable these by changing your browser settings, but this may affect how the website functions.

If you choose to enable non-essential cookies (which we do not ask or expect you to do), we may use this information to generate anonymised data showing how many people visit our website and which pages they visit.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and we will explain what we intend to do with it.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org. To opt out of being tracked by Google Analytics across all websites visit tools.google.com/dlpage/gaoptout.