

Privacy Notice

Data protection law

The Data Protection Act 2018 sets out how European Union law and the UK General Data Protection Regulation (UK GDPR) are implemented in the UK. The Data (Use and Access) Act 2025 further updates this framework. This Privacy Notice explains how **Florence Park Community Association** handles personal data under this legislation and related guidance from the Information Commissioner's Office (ICO).

The Association will update this Notice as laws or ICO guidance change.

Personal information we collect

Florence Park Community Association may collect and use personal information through:

- Our website: <http://www.florenceparkcommunitycentre.org.uk/>.
- Other online services, including <https://membermojo.co.uk/> and any room booking site we use.
- Information collected manually at in-person events.

The types of personal information we may collect include:

- Information about how you use our websites, including information obtained via cookies.
- Information you provide when you use our services, register, or join our mailing lists, such as your name, email address, home address and telephone number, for the purpose of making electronic bookings for services.
- Information about bookings you make via our website, including names, dates, email address, home address and telephone number.
- Information you provide when you join as a member, including your name, address, email address, telephone number and records of your membership fee payments.
- Information you provide so that we can claim Gift Aid on donations, including your name, address, email address and confirmation of your UK taxpayer status.
- Information you provide in feedback on our website or services, and any other information you choose to send to Florence Park Community Association.

By providing your data you consent to our:

- Processing your data as necessary to perform a contract with you or to take steps at your request before entering into a contract.
- Processing your data where this is necessary to comply with a legal obligation.
- Processing your data where this is necessary for our legitimate interests or those of a third party, except where your interests, rights or freedoms override those interests.

If you have any questions about the collection or storage of your personal information, please contact the Centre Manager at florenceparkcommunitycentre@gmail.com or on 07864 028591.

How we use your personal information

Florence Park Community Association may use your personal information to:

- Enable your access to, and use of, our websites so that you can make electronic bookings for services.
- Publish feedback on our website in a way that does not disclose your full name or other personal data.
- Send you marketing communications, such as newsletters, offers and promotions.
- Contact you in relation to a booking you have made.

Your information will be kept confidential. Where it is necessary to share information with a data processor or sub-processor, they will be required to use that personal information only in accordance with this Privacy Notice.

In addition, Florence Park Community Association may disclose your personal information where required by law, in connection with legal proceedings (current or prospective), for reasons of national security, or to establish, exercise or defend our legal rights.

Keeping your data secure

Florence Park Community Association takes reasonable technical and organisational measures to protect your personal information from loss, misuse or alteration. Personal information you provide will be stored, processed and transmitted in a secure manner.

How long we keep your personal data

We aim to keep personal data only for as long as it is needed for the purposes for which it was collected. Data will be deleted or anonymised when it is no longer required.

Some records must be kept for longer where required by law or best practice. For example, it is currently best practice to keep:

- Employment records for 6 years.
 - Financial records for a minimum of 3 years, to support HMRC audits.
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Your rights

You have the following rights in relation to your personal data:

- The right to access your personal data.
- The right to have inaccurate data corrected.

- The right to have your data erased in certain circumstances.
- The right to object to the processing of your data in certain circumstances.

You can make changes or exercise your rights by telephone, email or post (see Contacting us below). To obtain a copy of your data, you may ask for an application form to be sent to you or write to our Data Protection Officer at the address below. There may be a charge of £10 for a copy of your data where permitted by law.

When you make a request, we may need to verify your identity for security reasons. Once we receive your request, we will normally respond within one month. Where a request is complex, or multiple requests are received, we may extend this period by up to two further months and will notify you of any extension.

There is no fee for your first access request, but repeat requests for the same data may incur an administrative fee. A request may be refused if it is manifestly unfounded or excessive, or if another legal exemption applies; if so, we will explain the reasons.

If you ask us to delete data, we will confirm whether the data has been deleted, whether processing has been stopped, or why it cannot be deleted (for example because we need it for our legitimate interests or for regulatory purposes).

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Other websites

This website contains links to other websites. Florence Park Community Association is not responsible for the privacy policies or practices of any third-party websites.

Contacting us

If you have any questions about this Privacy Notice or about how your personal information is handled, please contact us:

- By email: florenceparkcommunitycentre@gmail.com
- By post: Florence Park Community Centre, Cornwallis Road, Oxford, OX4 3NH

By continuing to use our services or by providing personal data, you confirm that you have read and understood Florence Park Community Association's Data Privacy Policy and consent to your personal data being collected and used as set out in this Privacy Notice.

Reviewed: December 2025