



## GDPR Privacy Notice Statement

### Processing without consent

Viabes Community Association is the data controller for the personal information you provide on this form. You can contact the Association by phone on 01256 473634, via email to [office@viabes.org.uk](mailto:office@viabes.org.uk) or by writing to us at Viabes Community Association, Viabes Community Centre, Harrow Way, Basingstoke Hants RG22 4BJ.

The personal information you provide will be used for invoicing purposes and for providing the service you have requested. It may also be necessary for us to contact you regarding the booking(s) you make with us and we may contact you by email, by phone or in writing.

- We may share your information with third parties, such as bar providers, in order to provide a service to you, to ensure our records are up to date or otherwise where we are required to do so
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy. Your data will generally be held for 7 years in order for us to comply with the Charity Commission's regulations.

For further details on how your information is used, how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.viabes.org.uk](http://www.viabes.org.uk) or email [office@viabes.org.uk](mailto:office@viabes.org.uk)

Optional Signed declaration:

I declare that the information I have provided is correct and complete.

Signature:.....

Date:.....