

The HUDAWI Cultural Centre

Privacy Notice

Effective Date: 16th May 2026

Review Date: 15th May 2027

Who We Are

The HUDAWI Cultural Centre is the data controller.

Contact details:

Email: info@hudawi.org.uk

Telephone:

Address: HUDAWI Cultural Centre, Great Northern Road, Huddersfield HD1 6BG

Information We Collect

We collect personal information needed to manage bookings, communicate with users, and operate our services effectively. This may include:

- Name and address
- Email address and telephone number
- Booking and organisation details
- Payment information, where relevant
- Correspondence with us
- Website usage information

Hallmaster Booking System

HUDAWI uses Hallmaster to manage bookings, events, enquiries, and related communications. The system may hold information such as:

- Contact details
- Booking dates and times
- Event information
- Notes and communication history
- Other details needed to administer bookings and enquiries

Access to this information is limited to authorised staff and trained volunteers.

Why We Process Information

We process personal information only where we have a lawful basis to do so under UK GDPR. These lawful bases may include:

- Consent
- Contract
- Legal obligation
- Legitimate interests

How We Protect Information

We take appropriate steps to protect personal information and keep it secure. These measures include:

- Restricted system access
- Password protection
- Confidentiality agreements
- Regular access reviews
- Staff and volunteer training
- Secure storage of information

Sharing Information

We do not sell personal information. We only share it when this is necessary and lawful, for example:

- To provide services or manage bookings
- To comply with a legal obligation
- To protect our legitimate interests, where appropriate

Retention

We retain personal information only for as long as it is needed for the purposes for which it was collected, or to meet legal, accounting, or reporting requirements. When information is no longer required, we will securely delete or dispose of it.

Your Rights

Under data protection law, individuals have a number of rights in relation to their personal information. These include the right to:

- Access their personal information
- Request correction of inaccurate information
- Request erasure of information, where applicable
- Request restriction of processing
- Object to processing in certain circumstances
- Request data portability, where applicable

Complaints

If you have a concern about how HUDAWI handles your personal information, please contact us first so we can try to resolve the issue. You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters.

Contact info@hudawi.org.uk or send message via our website [HUDAWI Cultural Centre](#)

