

Data Privacy

1. Introduction

Alberbury village hall CIO is committed to protecting and respecting the privacy of personal data. Being transparent and providing accessible information to individuals about how we use personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to help you understand what we do with any data you provide and how we process and protect it.

Under the GDPR we do not have a statutory requirement to have a named Data Protection Officer. For Alberbury village hall, the Data Controller is the management committee of the Village Hall. If you have any questions regarding your personal data please contact info@alberburyvillagehall.co.uk

2. The Data We Collect and How We Use It

Bookings Data – To include name, address, telephone number and email address as supplied by the prospective hirer via the booking request. The data is collected via the Booking Agreement Form and used to ensure effective communication throughout the booking process, from initial request through to invoicing and banking of payment. The lawful basis for processing this data is that we are entering into a Contract with you for the hire of the facilities you wish to book.

Email and Letter Distribution List to Trustees of Alberbury village hall - The distribution list is only used to notify recipients of events and information relating to the village hall. The email address is on our distribution list only if there has been explicit 'opt in'. The lawful basis for processing this data is Consent.

3. How We Store Your Personal Data

Paper based data (e.g. Booking forms, signed Booking Agreement Forms, etc.) is held in files by the Trustee responsible for the processing of that particular data. The data is in locked premises.

Electronic based data is only stored and accessed using password protected computers/devices.

4. How Long We Retain Your Personal Data For

Bookings data provides support to financial transaction so will be retained for 7 years in order to comply with financial audit requirements. After that point, it will be destroyed/deleted.

Email addresses in the email distribution list will be kept on the distribution list until the data subject requests that their email address be removed.

Trustee data is a legitimate historical record of the Charity so will be retained indefinitely.

5. Who We Share Your Personal Data with

Alberbury village hall does not and will not sell any personal data.

We will only disclose information to third parties or individuals when obliged to by law, for purposes of national security, taxation and criminal investigations, and the following situations:

Trustee data is shared with the Charity Commission as this is a legal requirement.

6. Your Rights

You have a number of very important rights.

These include:

The right to be informed about what data is collected and how it is used, stored, etc. - this Privacy Notice is itself a key part in that.

The right to ask us to remove your personal data from our records (unless it is necessary for us to continue to use the data for a lawful reason).

The right to have inaccurate data rectified.

The right to request a copy of the information we hold about you.

There is more information about your rights at the Information Commission Office at this link: <https://ico.org.uk/your-data-matters/your-right-to-be-informed-if-your-personal-data-is-being-used/>

If you have any questions regarding your personal data please contact info@alberburyvillagehall.co.uk