

DATA PROTECTION AND PRIVACY POLICY

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about the hirers of Thorndon Village Hall.

The Trustees and Management Committee of Thorndon Village Hall take their responsibility to care for personal data under the General Data Protection Regulation (GDPR) very seriously. We will never hold personal data unnecessarily nor will we sell or pass personal information to Third Parties.

The information we require to fulfil our obligations as a provider of village hall hire is initially collected by telephone or email contact from the hirer. Our lawful basis for collecting and processing this information is that we require it in order to raise a Contract to fulfil the request to hire the hall. We collect this information from the hirer as a result of the hirer completing our hire agreement Contract.

The information that we require will be names, addresses, email addresses, telephone numbers and bank details.

The Booking Officer/Secretary, Joannie Botwright, the Treasurer, Derek Wood, the Chairman, Graham Botwright and Committee Member, Hazel Wood, who is responsible for invoicing, will have access to this information. Other Committee Members are informed of the names of the hirers only, as they may be contacted by the hirers if they experience any problems during the course of their hiring period. No data is shared with Third Parties.

Names, addresses, email addresses and telephone numbers are obtained so that we can communicate with the hirer to ensure the booking process and the reason for hire (regular hire, party, celebration, meeting, wedding, etc.) goes smoothly.

Bank details are obtained so we can facilitate the return of any security deposit provided.

The information provided, which includes details of names, addresses, email addresses, telephone number and bank details, together with any subsequent information given by the hirer in relation to their hiring, is securely stored on the computer and will be password protected.

Any emailed communication is kept until all essentials of the hire are concluded and the security deposit (where provided) is either returned or forfeited. The emailed communication is then deleted.

Thorndon Village Hall Management Committee will ensure that information is kept according to the following retention period guidelines:-

Village Hall hiring records – 7 years
Financial accounts – indefinitely

Under the Data Protection Regulation (GDPR) you have rights over the storage of your data. You have the right to be informed, the right to access and inspect your personal data, the right to request rectification of error or inaccuracies, and the right to request total erasure. You can read more about your rights under GDPR at <https://ico.org.uk>.

Acceptance of the Village Hall's Data Protection and Privacy Policy is part of the agreed Contract taken out on hiring the Hall.

A copy of this policy is available on the Thorndon Website (thorndon.suffolk.cloud) under About Us and then Village Hall, and will be displayed for the attention of all in the red folder next to the notice board in the main hall. The policy will be reviewed on a regular basis.