

Pillerton Priors

VILLAGE HALL

Data Protection Policy

Introduction

Pillerton Priors Village Hall Management Committee (PPVHMC) is committed to a policy of protecting the rights and privacy of individuals. We collect and use certain types of Data in order to carry on our work of managing our hall. This personal information is collected and handled securely. Some of the key Data Protection Policy and Procedures information is summarised below for your convenience.

Applying the Data Protection Act within the charity

Personal data held by PPVHMC which falls within the scope of the Data Protection Act and General Data Protection Regulation is categorised below. We will ensure that the data is used only for the purposes described. Access to personal information will be strictly limited to those trustees, staff and volunteers who require the information in order to discharge their responsibilities.

a. Information provided by hirers and held within the hall booking and accounting system which is required to process bookings of the hall and associated payment.

The information we require to enable us to properly provide facilities for hire is collected on the Hallmaster site (www.hallmaster.co.uk) or on a Booking Form. Our lawful basis for collecting this information is to enable a contract to be drawn up between the hirer and us (the supplier), as requested by the hirer.

i. What Information do we require?

Name, address, email address, telephone numbers and bank details (the latter for bookings where deposits are repayable)

ii. How do we use this information?

We use this information to communicate with the hirer to ensure that the booking and invoicing process can function efficiently. Bank details are held to facilitate the return of any deposit provided.

iii. How long do we keep this information?

We keep personal data for 2 years from the date of the last booking made. We keep information on the Hallmaster site for a period of 7 years to satisfy external accounting requirements.

b. Information held about trustees some of which is required to be submitted to the Charity Commission in the Annual Return.

Full contact and certain personal details of all current trustees are held for the purposes of good administration and also to enable the hall secretary to complete the annual return to the Charity Commission, which is required by law. All data held for a trustee is deleted from the village hall systems and the Charity Commission database when a trustee stands down.

c. Details about events and associated points of contact on website calendars, facebook and other media outlets.

Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

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Privacy Notice and Consent Policy for Pillerton Priors Village Hall

Pillerton Priors Village Hall Management Committee (PPVHMC) uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, staff employment, trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the village hall information systems. If you would like to know more about how we use your personal data or want to see a copy of information about you that we hold, please contact the village hall Data Protection Officer (see below).

A consent notice is included on official emails associated with bookings and bookings enquiries, on the PPVHMC booking form and on all invoices. The requirement for it is detailed in the PPVHMC Conditions of Hire.

The Data Protection Officer

The Data Protection Officer on the management committee is:

Dominic Sant (Chair of the Village Hall Management Committee)

DPO Contact Details:

Email:

bookings@pillertonpriorsvillagehall.co.uk

Post:

The Data Protection Officer
Pillerton Priors Village Hall Management Committee
c/o Millfield Farm
Pillerton Priors
Warwick
CV35 0PE