

Swanland Village Hall
General Data Protection Regulations (GDPR) May 2018
Privacy Notice

1. Introduction

- a. This act comes into force on 25th May 2018
- b. As a result of this new legislation, all individuals have better control of their own data and how it is used.
- c. We, as Trustees of Swanland village Hall, want to reassure you that we treat your details carefully and your data with the utmost respect.
- d. We are therefore circulating our Privacy Notice to describe how we collect, protect and handle your personal information.

2. Information we collect:

- a. Personal and contact information is collected when you make a booking with the village hall, including, names, address, telephone number(s), email address.
- b. We collect information when you sign up for the 100 club
- c. We hold communications from you, either by letter or email, which may contain personal information.
- d. We collect financial data, if appropriate, in order to conduct financial transactions.
- e. We hold copies of documents you provide to us to validate certain requirements as part of our legal obligations in letting the hall eg DBS, insurance.
- f. We hold personal and contact information relating to you as an employee, contractor, service provider or trustees

3. How and why we use your personal data:

Our lawful purpose has been agreed by trustees and is stated as follows:

“Swanland Village Hall collects and uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, meeting our legal obligations as a charity, staff employment, fundraising activities, communicating with hirers and others directly or via a newsletter regarding issues relating directly to the village hall and its management. Data may be retained for up to 7 years for accounts purposes and longer where required by the halls insurers.”

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Data Protection Officer at the Hall or by email at dataprotectionofficer@swanlandvillagehall.info”

4. Our principles :

- a. personal data will be held securely and any breach notified within 72 hours
- b. personal data will only be used for legitimate purposes for which it is collected (recording information about hirers and trustees, circulation lists for newsletters and fundraising, employment, contacting for services, information about tickets, gift aid)
- c. data will not be transferred to other organisations without the individuals specific consent
- d. data held will be adequate, relevant and not excessive
- e. data held will be accurate and kept up to date
- f. data will be disposed of when not required
- g. we will be responsive to individual rights as stated in the act
- h. data will be managed through using technical and organisational procedures which protect the integrity of the data and protect it from unauthorised /unlawful access

5. Your rights

- a. you may request from us access to personal information held about you (Subject Access Request - we will provide this to you free of charge, once we have confirmed your identity within 30 days of receipt of your request.)
- b. you may ask for the information we hold about you to be rectified if it is inaccurate or incomplete
- c. you may ask in certain circumstances to have deleted the personal data we hold about you

Sheila Ireland
Chair
May 2018