

# Winston Village Hall Privacy Notice

## Introduction

The General Data Protection Regulations (GDPR) came into effect in May 2018 to ensure that organisations protect your personal data better. Your privacy is important to Winston Village Hall trustees, and this statement is our commitment to letting you know how we use your personal information and make responsible use of your data. It should be read in conjunction with our current Data Protection Policy, available on our website.

Winston Village Hall (WVH) is a not for profit organisation, registered with the Charity Commission. The personal information provided to the Village Hall Committee is collected, processed and held to ensure that the trustees can fulfil their responsibilities as required by the governing document of the Winston Village Hall Trust. As such it comes under the *legitimate interest* GDPR category and no personal information is shared with or disclosed to any third parties.

## Information Security

The trustees have a duty to ensure the security of personal data. We only keep data for the purpose for which it was collected, and we destroy or delete it when it is out of date or no longer needed.

## Access to Information

You have a right to ask WVH what information is held on you, and to check that it is accurate and up to date. Individuals have the right of access to their personal information that WVH holds on application to the committee secretary, who will respond as soon as possible and within one calendar month of your request. In addition, individuals can ask for personal data to be removed from WVH records at any time.

## Types of information held:

**Booking information** - Held by the secretary. Now held on computer for one off bookings; regular bookings are a mixture, some paper but mostly on computer since 2013. Details include name, address, e-mail address and phone no. Provided by hirer and all legitimate interest information for securing booking and ensuring proper use of the hall, liability for damage and payment. Regular booking details retained whilst booking current and one-offs retained for one calendar year.

**150 Club** – Annual information held by the treasurer. A list of all individuals is maintained from counterfoil receipts. This contains names and addresses so that cheques can be issued to successful prize winners. This information is deleted and destroyed after the current year's round of draws is completed and a new list is then compiled.

**Contact and payment details held by Treasurer** - Holds names, contact and bank details to pay invoices for services and supplies. Also holds contact details for hirers to enable the issue of invoices and receipts. All legitimate interest. Information is destroyed/deleted after 12 months inactivity – i.e. no transactions for at least 12 months.

**Website information** - Sponsor details – Sponsors were notified that details would be included on the sponsorship page. Contact details for regular events are shown on the events page. Trustee details in annual report, and committee contact details for bookings and other issues. Booking calendar does not identify individual hirer names – identified as '*private booking*'.

No other personal detail is shown on our website.