

# Data Protection Policy

## Introduction

Garway Village Hall is committed to 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.

## Applying the Data Protection Act within the charity

Personal data held by Garway Village Hall 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 people who require the information in order to carry out their responsibilities.

### Hirer Information

The information we require to enable us to properly provide facilities for hire is collected and stored on our booking system software Hallmaster. Our lawful basis for collecting this information is to enable a contract to be drawn up between the hirer and us as requested by the hirer. We keep name, address, email address, telephone numbers and bank details (the latter for bookings where deposits are repayable).

### 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. Once the deposit has been made the bank details are deleted.

### How long do we keep this information?

We keep personal data on Hallmaster for 3 years from the date of the last booking made.

### Trustees' personal information

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.

### Cookies

Cookies allow the website to provide users with a more tailored experience. No personal information is gleaned from them and users are advised that if they wish to deny the use and saving of cookies on the website on to their computer's hard drive they should take the necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.

### Village Hall Newsletter Mailing List.

We maintain an up to date list of email subscribers who have given their specific consent to

receive emails from the village hall about events, fundraising activities and general news. Subscribers can request for their name to be removed from this list at any time.

### **Information Request**

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 us at [info@garwayhall.org](mailto:info@garwayhall.org)

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