



POLICY

PRIVACY POLICY (GDPR)

DATE: 29TH JUNE 2018 (V0.2)

The Hughenden Valley Village hall Committee and Trustees (the Hall) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your hiring or interaction with the Hall, the Committee is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you hiring the Hall, filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Hall at its Annual General Meeting (AGM) or other public event, subscribe to our newsletter, or participate in discussion boards on our website. The information you give us may include your name, date of birth, address, e-mail address, phone number, and gender. We may also ask for relevant health information which is classed as special category personal data.

We only collect data that we require and is relevant for the service we are providing you or the business activity that we are involved with you.

Why we need your personal data

The reason we need your Data is to be able to administer your hiring with us or to interact in a business arrangement. We need your Data to ensure you are eligible and covered under our insurance to use the Hall. Our lawful basis for processing your personal Data is that we have a contractual obligation to you as a Hirer or supplier to provide the services and protection you are expecting.

Reasons we need to process your data include:

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor Hall trends; and
- sending an annual invitation to Hall event such as the AGM.

For Insurance and Hall Management

- processing of Hiring application forms and payments;
- sharing data with committee members to provide information about club activities, long term hirers renewals or invitation to social events;
- Hall newsletter promoting Hall activity; and
- publishing of raffle and competition results

Any special category health data we hold on you is only processed for the purpose(s) of fitness/ health checks or passing health data to coaches to allow the safe running of public events such as a climbing wall or Village Day activity event. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has social media pages such as Facebook and WhatsApp. All members of the public are free to join these pages. If you join one of the Social Media pages, please note that the provider of the social media platform(s) has their own privacy policies and that the Hall do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Hall social media pages.

Who we share your personal data with

When you Hire the Hall you will also automatically be registered as a user of the Hall. Should an accident or injury occur we will automatically provide your data to our insurance company. They will contact you to invite you to register a claim or provide more information relating to the accident or injury.

If you have any questions about the continuing privacy of your personal data when it is shared with our insurance company, please contact contact@norrisandfisher.com

The Hall does not supply any personal data it holds for this purpose to any other third party. The Hall does not store or transfer your personal data outside of the UK

How long we hold your personal data

We will hold your personal data on file for as long as you are a hirer of the Hall or supplier to the Hall. The Committee is updated quarterly on the recurring hirers of the Hall. Any personal data we hold on you will be securely destroyed after four years of inactivity with the Hall. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Hall. If you choose not to share your personal data with us we may not be able to Hire the Hall to you or do business with you.