

Ickleton Village Hall – Data Privacy Policy

Introduction

We are committed to a policy of protecting the rights and privacy of individuals. In order to carry on our work of managing Ickleton Village Hall we need to collect and use certain types of personal data which must be collected and handled securely.

We aim to comply fully with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) which govern the use of personal data.

This policy will be continually reviewed.

Policy

The trustees collectively decide what personal information Ickleton Village Hall will hold and how it will be held and used and regard the lawful and correct treatment of such information as very important to successful working. The charity is the data controller under the Act and is legally responsible for complying with it.

We hold the following types of personal data:

For trustees – name, address, telephone number, date of birth and e-mail address.

For users of the hall – name, address, telephone number and e-mail address.

The purpose of holding this information:

For trustees – to enable members of the committee to contact you and to conform with the requirements of the Charity Commission.

For users of the hall – to enable the booking secretary and/or treasurer to contact you about hiring and finance.

The legal basis for processing your personal data in this way is that it is necessary for the legitimate purposes of managing Ickleton Village Hall.

We may keep this personal data on computers, laptops, mobile devices and on paper and in all cases we take all reasonable steps to keep it secure. If kept electronically it is password protected and if on paper in a locked cabinet.

Personal data is only kept as long as it is needed for the legitimate purposes of Ickleton Village Hall and will not be shared with 3rd parties.

You have the following rights:

- To ask for a copy of the information we hold about you;
- To have your information corrected if you believe it to be factually inaccurate;
- To ask for your personal data to be deleted or removed, although you should note that this could affect the information you receive from Ickleton Village Hall;
- To ask Ickleton Village Hall to stop sending e-mails to you; and
- To complain to the Office of the Information Commissioner if you think there is a problem in the way in which Ickleton Village hall is handling your data.

Our premises are also monitored by CCTV and for the purposes of security, images and video may be retained for a limited period.