



## Grimston, Saxelbye & Shoby Village Hall

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# Privacy and Data Protection Policy

## Your Privacy

Your privacy is important to us. We provide this notice explaining our information practices and the choices you can make about the way your information is collected and used.

## Compliance with the law

The Trustees of the the Grimston, Saxelbye & Shoby Village Hall already comply with the General Data Protection Regulation (GDPR) being introduced by the Office of the Information Commissioner in May 2018. The lawful basis on which we collect and process personal information (i.e. for a private individual) is limited to the following:

1. *Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract*

As a general principle, we collect and process no other information about individuals and only retain this information for as long as is necessary for our annual audit to be completed. Once our annual accounts have been audited and certified as a true record, we take all practical steps to erase personal information, except where clearly identified later in this policy.

The Village Hall has a number of contracts with suppliers of goods and services. The majority of these are with limited companies whose contact information is already in the public domain. However, some may be sole traders, trading from a private address. Details of these contracts are published for transparency purposes, and all invoices from such suppliers are retained and published un-redacted (no details erased or hidden). The Trustees have a legal obligation to demonstrate how its funds have been spent and considers the lawful basis for retaining this information to be:

2. *Processing is necessary for compliance with a legal obligation*

## Our Commitment to Children's Privacy

Protecting the privacy of the very young is especially important. For that reason, Grimston, Saxelbye & Shoby Village Hall will never collect or maintain information from those we actually know are under 18.

## Collection and use of Personal Information for Village Hall Bookings

When a booking is made, we collect the following personal information from the hirer to enter into a hire contract:

- First name and surname of person responsible for the hire (*the hirer*)
- Residential address of the hirer
- Email address of the hirer
- Mobile number of the hirer and land line number where available

This data can only be accessed by the Bookings Secretary of the Village Hall. The data is used to prepare the booking email (if applicable) and contract sent to the hirer using the Village Hall Google Mail account.

The name of the individual or organisation responsible for the booking could be placed onto the Village Hall Facebook Page. Only the name of the hirer is shown and no other personal information relating to the hirer is stored with the entry.

Other than for the recurring bookings, the personal data in the bookings database (other than the name of the hirer) is erased as soon as the annual audit is completed. This is usually by the end of April. Booking emails are erased from the Google Mail account at the same time.

We have no direct involvement in the collection of the information necessary to make a payment (e.g. credit/debit card numbers.) Most transactions are done in cash or cheque.

## **Changes to this Privacy Statement**

The contents of this statement may be altered at any time, at our discretion.

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***Updated: June 2018***

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