

## **Safeguarding**

It is the hirers responsibility to read the Scout Hall Terms and conditions when a booking is made and follow the rules and advice contained therein to promote the health & safety of all those attending the Hall. Within the Regulations, hirers are made aware of their obligations that:

- they must ensure that alcohol is not sold to those under 18 years of age.
- they should adhere to age regulations regarding the classification for any film on show.
- no gambling (other than raffles) shall be permitted on the premises.
- no entertainment of an adult or sexual nature shall be permitted on the premises.

Organisations or Individuals hiring the hall for activities for children/vulnerable adults (other than private parties) are required to have Child Protection/Vulnerable Adults policy in place prior to the first booking.

Any organisations hiring the hall for the purposes of holding activities involving children or vulnerable adults, are confirming, by signing the hiring agreement, that they have appropriate safeguarding policies in place.

## **GDPR**

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers, known as hirers.

The trustees of The 204th Scout Hall take their responsibility to care for personal data under the General Data Protection Regulation (GDPR) very seriously.

We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties.

The types of information we require to fulfil our obligations as a provider of village hall hire are all collected on one document – the 204th Scout Hall Booking Form. Our lawful basis for collecting this information is contract, we need the information in order to fulfil the request to hire the hall.

We collect this information from the hirer as a result of the hirer completing our hire agreement.

What information do we require:

Names, addresses, email addresses, telephone numbers

How we use this information:

Names, addresses, email addresses and telephone numbers:

So we can communicate with the hirer to ensure the booking process and the reason for hire (regular hire, kids party, meeting, etc.) goes smoothly.

No additional copies of any contact details are made.

No additional copies of any bank details are made.

How long will we keep this information:

We keep this personal information securely for four weeks after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeit.

Third party contractor information is held securely for the length of such contracts so we can facilitate payment on completion of services and to communicate to arrange dates / times for services.

What we do when we no longer require personal information:

The Scout Hall Booking Form, the only record holding personal data, is securely destroyed. Information held for third party service providers is destroyed when services are no longer required.