



## Biddestone Village Hall & Recreation Trust

### Data Protection Policy

<b>Actions Log</b>			
<b>Action</b>	<b>Date</b>	<b>Responsible person</b>	<b>Next Review</b>
Review	February 2026	Chairperson	
Approved	February 2026	Committee	February 2027

#### **Context:**

Biddestone Village Hall and Recreation Trust (BVHRT) is a company limited by guarantee and a registered charity. The trust is managed by the trustees and representatives of local recreation/sport clubs, the Women's Institute and Parish Council. The purpose of BVHRT is to provide leisure and recreational facilities for the village and surrounding area. BVHRT uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, trustee documentation and its fundraising activities.

Information about committee members and hirers, suppliers and persons employed by BVHRT will be stored as hardcopies, on the internet and some personal computers. Personal data held by BVHRT which falls within the scope of the Data Protection Act and General Data Protection Regulation is categorised below. BVHRT will ensure that the data is used only for the purposes described. Access to personal information will be strictly limited to those trustees, staff and volunteers who require the information in order to discharge their responsibilities.

The trustees of BVHRT are committed to protecting the privacy of all persons whose information we hold, and to comply with the data protection laws applicable to the United Kingdom. This Privacy Policy explains how we use any personal information we collect about you and forms part of our Conditions of Use for the hire of the hall or grounds.



## Data Protection Policy

### 1. Hirers of the hall, fields or allotments

#### 1.1. Information provided by hirers is held within the hall booking and accounting system(s) which is required to process bookings of the hall and associated payment;

1.1.1. The information we require to enable us to properly provide facilities for hire is collected on the BVHRT booking form. Our lawful basis for collecting this information is to enable a contract to be drawn up between the hirer and us (the supplier), as requested by the hirer.

1.1.2. The information we require is;

1.1.2.1. Name, address, email address, telephone numbers and bank details (the latter for bookings where deposits are repayable)

1.1.3. This information:

1.1.3.1. Is used 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.

1.1.3.2. It may be retained for 2 years from the date of the last booking made. The information on the accounting system may be retained for a period of 7 years to satisfy external accounting requirements.

1.1.4. The information about hirers is held electronically in a secure web-based system managed by a third party (Hallbookingonline.com.) Accounting details are held electronically on a separate web-based system (Stripe) and an excel accounting workbook. Contact details are collected on e-mail servers – Outlook and Google.

1.1.4.1. The treasurer and booking secretary are responsible for keeping information held on the workbook or e-mail accounts held on their personal computers secure.

1.1.4.2. Any hard copies containing information subject to data protection regulations will be shredded as soon as they are no longer required by the officer of the committee in carrying out their duties.

### 2. Information held about trustees

2.1. Full contact and certain personal details of all current trustees are held for the purposes of good administration and also to enable the completion of 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.

2.2. This information is held electronically by the vice chair.

2.2.1. The vice chair and chair are responsible for maintaining the security of this information.

### 3. Details about events and associated points of contact, on website calendars and other media outlets.



3.1. Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

#### 4. **Disclosing Your Data**

4.1. **BVHRT** will not make personal details available to organisations outside of BVHRT for marketing purposes.

4.2. BVHRT may have to disclose personal information by law e.g. because a court or other law enforcement agency has asked us for it or because it is required by our insurers.

#### 5. **Information is kept secure by:**

5.1. Access to personal information is only made available to BVHRT Trustees or officers who need the information to do their jobs.

5.2. Everyone has the right, at any time, to withdraw consent to us using their personal information, and to lodge any complaint to the supervisory body ICO (Information Commissioners Office)

5.3. BVHRT take the protection of personal information seriously and have appropriate physical and technological security measures in place to keep it safe.

#### 6. **General Data Protection Regulations (GDPR)**

6.1. **BVHRT** fully support the requirements of the GDPR and are committed to the protection of personal data belonging to hirers, trustees, volunteers and the general public.

6.2. BVHRT will conduct regular audits to ensure compliance with our policies.

6.3. BVHRT trustees and officers are aware of our obligations under the GDPR and have adopted a proactive approach to its implementation. This includes reviewing existing and where appropriate developing and implementing new policies and procedures to ensure personal data is collected, stored and disposed of in a manner compliant with the requirements of the GDPR.

#### **Privacy Queries**

Any queries relating to this Privacy Policy or your personal information should be addressed to the Booking Secretary, Biddestone Village Hall & Recreation Trust. [bvhrtbookings@gmail.com](mailto:bvhrtbookings@gmail.com). Tel: 07391511495

Approved by BVHTR Committee on:

17 FEBRUARY 2026

Signed on behalf of the committee:

David Daniel Chairperson

