

Data Privacy Policy (v1 December 2018)

The Management Committee of Farmborough Memorial Hall (hereafter referred to as FMH) consider data protection with the utmost importance.

Data Handling

All data protection issues are currently dealt with by the Booking Clerk to FMH (Phil Gray) who can be contacted at farmboroughMhall@gmail.com To meet with the GDPR 2018 requirements, Phil Gray is the Data Controller.

All held data is treated as highly confidential and is never passed to anyone outside of those authorised to handle it. At the date of writing (December 2018), the only people authorised to handle personal data are Phil Gray (the Booking Clerk to FMH and Data Controller) and Sally Davis (Chairman to FMH).

Digital data is only ever held on the PCs and USB Devices owned by the authorised people listed above. Where data is held on a PC, the PC is password protected and auto-locked. Where it is held on a USB device, it is either held in an encrypted digital form or securely kept under lock.

When it is necessary to move the data (for example when we are arranging distribution of AGM notices), the USB drive is continually in the hands of the authorised people detailed above.

Non-digital records (original booking forms) are kept under lock.

Website

We do not automatically obtain or collect personal data or any other statistics from anyone accessing our website www.farmboroughmemorialhall.org.uk

Where an email enquiry is received direct or from the FMH website, the person making that enquiry has given consent for FMH to respond using the details provided. Once that response has been made, the incoming email from the enquiry is discarded.

It should be noted that the Management Committee cannot guarantee that arrival at our website via a third party (i.e. Google Search, Facebook, Twitter, etc.) is not using cookies or other analytics. Please note that we do not receive any data obtained as a result of this route to our website from those third parties.

FMH maintains no online data and does not subject any data to automatic processing.

Booking Data

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted/destroyed.

Anyone hiring the hall can email the Data Controller and request:

- Removal / Erasure (if before the hire period stated in the booking, this would cancel the booking)
- Rectification
- Restriction of Use
- or raise an objection to the data being held.

Confirmation of changes or erasure will be sent to the recipient requesting removal.

Data Enquires

For any queries relating to data held or processed by FMH, please contact the Data Controller, Phil Gray, at farmboroughMhall@gmail.com or by post to the booking address: Phil Gray, Farmborough Memorial Hall, 64 The Batch, Farmborough, BA2 0AJ or for verbal communications to 07473 383090.

Complaints

If after contacting us you are unsatisfied with how we hold or process your data, you can complain directly to the Memorial Hall Management Committee Chair – Sally Davis, 1 Church Lane, Farmborough, BA2 0AN.