



Great Blakenham Village Hall

General Data Protection Regulation (GDPR) Policy

1. Introduction

Great Blakenham Village Hall ("the Village Hall") is committed to protecting the privacy and security of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how we collect, use, and protect personal information.

2. Scope

This policy applies to:

- Committee members
- Volunteers
- Hirers of the Hall
- Service providers
- Event attendees

3. Data Controller

The data controller for personal data collected and processed by the Village Hall is:

Great Blakenham Village Hall Management Committee
Mill Lane, Great Blakenham, IP6 0NJ
GBPCchair@outlook.com

4. Personal Data We Collect

We may collect and process the following personal data:

- Name, address, telephone number, and email address
- Information relating to hall bookings and events
- Payment and invoicing details
- Correspondence and communications with us
- Photographs or videos taken during public events (where consent is obtained)

5. Legal Basis for Processing

We process personal data based on one or more of the following legal grounds:

- Consent
- Performance of a contract

- Legal obligation
- Legitimate interest

6. How We Use Your Data

Personal data is used for:

- Managing hall bookings and events
- Communicating with hirers and attendees
- Managing finances and accounts
- Ensuring the safety and security of hall users
- Promoting Village Hall activities (with appropriate consent)

7. Data Sharing

We do not sell or rent personal information. Data may be shared with:

- Service providers and contractors (e.g. cleaners, maintenance providers)
- Local authorities or regulators when required by law
- Third-party accounting or IT support services

All third parties are required to process your data in compliance with GDPR.

8. Data Retention

We retain personal data only for as long as necessary:

- Booking and financial records: 6 years
- Email correspondence: 2 years
- Consent forms (e.g. for photos): as long as relevant or until withdrawn

9. Your Rights

Under the GDPR, you have the following rights:

- To access your data
- To rectify inaccurate data
- To request erasure ("the right to be forgotten")
- To restrict or object to processing
- To data portability
- To withdraw consent at any time (where processing is based on consent)

Requests can be made by contacting us at: GBPCchair@outlook.com

10. Data Security

We take appropriate security measures to protect personal data, including:

- Secure storage of paper records
- Password-protected digital files
- Limited access to personal information

11. Complaints

If you have concerns about how we handle your personal data, you may contact us directly. You also have the right to lodge a complaint with the Information Commissioner's Office

(ICO):

<https://www.ico.org.uk>

12. Policy Review

This policy will be reviewed annually or in response to legislative changes.

Last updated: 01.01.2025

Next review due: 01.01.2026