

## HAUGHTON VILLAGE HALL

### DATA PROTECTION POLICY

Whose information do we keep, why and for how long?

#### **Private Hirers**

When booking the Village Hall for an event or function, it is requested that private hirers use our booking website [hallbookingonline.com/Haughton](http://hallbookingonline.com/Haughton). To complete the booking, a name and address, telephone number and email address are requested. This information can be accessed by the Booking Clerk and the Treasurer only. The information stays on the system for 6 weeks after the date of the booked event, after which the system automatically deletes the information.

#### **Affiliated Hirers/Regular Hirers**

The system for booking the Village Hall is the same for affiliated organisations and regular hirers. The Secretary of the Hall produces a list of 'Village Hall Users and Activities' which is displayed on the Village Hall noticeboards, posted on its Facebook page and website and occasionally printed in village publications. This is for the purpose of advertising and attracting people to the regular classes, events and affiliated organisation meetings. Only a telephone number or email address, and the name of the relevant organisation is listed. Information is only used and published with permission and removed if the class is no longer running.

#### **Committee Members**

Names, email addresses and telephone numbers are kept by the Secretary for the purpose of arranging meetings, sending minutes, or giving information that might be prudent about the Hall. No information is given to anyone beyond the committee. There is a WhatsApp group but there is no obligation to join. The Treasurer may collect personal information including dates of birth as required to be supplied to the Charity Commission. This information will never be divulged beyond this use.

#### **CCTV**

As the Village Hall has CCTV fitted, a CCTV Policy has been produced and a copy is displayed on a Village Hall noticeboard.