

NEUADD BRONWYDD HALL

Privacy Policy
(Complied May 2026)

Personal Data

1. Introduction

Neuadd Bronwydd Hall ("we", "us", "our") is committed to protecting the privacy and personal data of everyone who hires our facilities, attends our events, or contacts us. This policy explains what personal data we collect, why we collect it, how we use it, and the rights you have over your information. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller:

Neuadd Bronwydd Hall
Bronwydd Arms
Carmarthen
Carmarthenshire
SA33 6BD
Email: neuaddbronwyddhall@gmail.com

2. What Personal Data We Collect

We may collect and following categories of personal data:

2.1 Facility Hirers

- Full name and contact details (address, email, telephone number)
- Organisation name (if applicable)
- Details of the booking: date, time, purpose of hire.
- Record of payments received
- Bank details in the event of refundable deposits being taken
- Signed hire agreements and terms and conditions
- Any specific requirements or information relevant to the booking (e.g. accessibility needs)

2.3 Volunteers and Committee Members

- Name, address, email and telephone number
- Role and responsibilities within the hall committee or volunteer team
- Emergency contact details
- DBS check results if required by the role

3. How We Use Your Personal Data

We use personal data for the following purposes:

- **Processing and managing bookings:** confirming hire agreements, invoicing, and communicating about your booking.
- **Administering community events:** managing registrations, planning logistics, and keeping attendees informed.
- **Financial records:** processing payments and maintaining legally required accounting records.
- **Safety and compliance:** maintaining accurate records of who is using the hall and for what purpose, and complying with insurance requirements.
- **Communication:** responding to enquiries.
- **Running the hall:** recruiting and managing volunteers and committee members.
- **Photography and publicity:** sharing images of community events on our website or social media (only where explicit consent has been obtained).

4. Legal Basis for Processing

We rely on the following lawful bases under UK GDPR to process your personal data:

- **Contract:** processing is necessary to fulfil a hire agreement or provide services you have requested.
- **Legal obligation:** where we are required to keep records for financial, insurance, or regulatory purposes.
- **Legitimate interests:** to manage the safe and effective operation of the hall and its events, where these interests are not overridden by your rights.
- **Consent:** for the use of photographs and video. You may withdraw consent at any time.

5. Sharing Your Personal Data

We do not sell or share your personal data for commercial purposes. We may share data in the following limited circumstances:

- With our insurers, where required as part of a claim or policy compliance check.
- With statutory authorities (such as the police or local authority) if required by law.
- With service providers who assist with our operations (such as our website host or email platform), who are bound by data processing agreements.
- With other committee members or volunteers, on a need-to-know basis, to manage bookings and events.

6. How Long We Keep Your Data

We retain personal data only for as long as necessary for the purposes for which it was collected:

- **Booking records and financial documents:** retained for 7 years in line with HMRC requirements.
- **Hire agreements:** retained for the duration of the agreement plus 6 years, in case of legal dispute.
- **Volunteer and committee member records:** retained for the duration of involvement and for 2 years thereafter.

7. Your Rights

Under UK GDPR, you have the following rights in relation to your personal data:

- **Right of access:** you can request a copy of the personal data we hold about you.
- **Right to rectification:** you can ask us to correct inaccurate or incomplete data.
- **Right to erasure:** you can ask us to delete your data, subject to any legal obligations we have to retain it.
- **Right to restrict processing:** you can ask us to limit how we use your data in certain circumstances.
- **Right to data portability:** where processing is based on consent or contract and carried out by automated means, you can request a copy of your data in a portable format.
- **Right to object:** you can object to processing based on legitimate interests, including for direct marketing.
- **Right to withdraw consent:** where we rely on consent, you can withdraw it at any time without affecting the lawfulness of prior processing.

To exercise any of these rights, please contact us using the details in Section 1. We will respond within one month. If you are dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.

8. Data Security

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or destruction. Paper records are kept securely and access to digital systems is restricted to authorised committee members. We will notify affected individuals and the ICO without undue delay in the event of a data breach where required by law.

9. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. The current version will always be available on our online booking site. The date at the top of this document indicates when it was last reviewed.

10. Bookings System Provider Privacy Policy

The bookings system being used by Neuadd Bronwydd Hall is known as the 'Hall Booking Online' and a full explanation of the Privacy Policies pertaining to the data collected, processed or stored by the system can be seen at <https://hallbookingonline.com/privacy/>

Closed Circuit Television - CCTV

11. Introduction

Neuadd Bronwydd Hall Management Committee uses Closed Circuit Television (CCTV) at Neuadd Bronwydd Hall]. We are committed to protecting your privacy and ensuring that all personal data captured via CCTV is handled in accordance with UK data protection laws.

12. Purpose of CCTV

The primary reasons we use CCTV are:

- To ensure the safety and security of staff, volunteers, and visitors.
- To prevent and detect crime, including theft, vandalism, and anti-social behaviour.
- To protect the physical assets of the Hall.
- To assist law enforcement agencies in identifying and prosecuting offenders.

13. Areas Covered

Cameras are located at strategic points, primarily covering entrances, exits, and external perimeters, including the car park. We do not have cameras installed anywhere inside the building. Signs are clearly displayed to alert you when you are entering an area monitored by CCTV.

14. Lawful Basis for Processing

We process CCTV imagery under the basis of **Legitimate Interests**. It is necessary for us to protect the hall's property and ensure the safety of our community.

15. Data Retention

Recorded images are typically stored for 14 days. After this period, the system automatically overwrites the oldest footage unless the data is required for an ongoing investigation by the police or for legal proceedings.

16. Who Has Access?

Access to recorded images is strictly limited to authorised members of the Hall's Management Committee. We will only share footage with third parties (such as the Police) when there is a legal obligation or a clear requirement to investigate a crime.

17. Your Rights

Under the GDPR, you have the right to:

- **Request access** to your personal data (a Subject Access Request).
- **Request erasure** of your data, provided it is no longer needed for the purpose it was collected.
- **Lodge a complaint** with the Information Commissioner's Office (ICO) if you feel we are mishandling your data.

Contact Information

If you have any questions about this policy or wish to make a Subject Access Request, please contact:

Data Lead: Secretary, Neuadd Bronwydd Hall

Email: neuaddbronwyddhall@gmail.com

Address: Neuadd Bronwydd Hall, Bronwydd, Carmarthen, Carmarthenshire. SA33 6BD