Ridgewell Village Hall Privacy Policy

Effective date: 01/04/2026

Organisation: Ridgewell Village Hall

Contact: [insert contact name, email, postal address, phone number]

Ridgewell Village Hall ("we", "us", "our") is committed to protecting the privacy and security of personal information. We only collect and use personal data where we have a lawful basis to do so, and we handle it in line with UK data protection law, including the UK GDPR.

What this policy covers

This privacy policy explains how we collect, use, store, and share personal data when you:

- hire the hall;

- contact us by email, phone, post, or through our website;

- join a mailing list or mailing group;

- volunteer, serve on the committee, or work with us;

- attend an event or activity at the hall.

What information we collect

We may collect the following personal data:

- name;

- address;

- email address;

- phone number;

- booking details;

- payment information, where needed for hall hire or fundraising administration;

- correspondence and any information you choose to provide to us.

If you contact us through a form or email, we will keep the information needed to respond and manage your enquiry.

Why we use your data

We use personal data to:

- manage hall bookings and enquiries;

- communicate with hirers, volunteers, committee members, and suppliers;

- administer payments, invoices, and records;

- manage events, activities, and mailing lists;

- meet legal, accounting, and insurance obligations;

- keep our records accurate and up to date.

Lawful basis

We may process your personal data on one or more of the following lawful bases:

- contract: to manage hall bookings and related arrangements;

- legitimate interests: to run and administer the village hall efficiently;

- legal obligation: to meet legal, tax, accounting, safeguarding, or regulatory duties;

- consent: where you have agreed to receive marketing or newsletter communications.

How we store data

We take appropriate technical and organisational measures to keep personal data secure. Access is limited to authorised committee members, trustees, volunteers, or staff who need the information to carry out their role.

We may hold data in paper files, email systems, spreadsheets, booking records, or other secure administrative systems. Where practical, we keep records password-protected and stored securely.

How long we keep data

We keep personal data only for as long as necessary for the purpose it was collected. Retention periods may vary depending on the type of record, for example:

- booking and financial records: as required for administration and accounting;

- correspondence: for as long as needed to deal with the matter;

- mailing list records: until you unsubscribe or withdraw consent.

Who we share data with

We may share personal data with:

- committee members, trustees, volunteers, and employees who need it for hall administration;

- payment providers, banks, or accountants;

- insurers, legal advisers, or regulators where necessary;

- service providers who help us operate the hall, such as IT or email systems.

We do not sell personal data. We do not transfer personal data outside the UK unless appropriate safeguards are in place.

Your rights

Under data protection law, you may have rights to:

- access your personal data;

- correct inaccurate information;

- request deletion of data in some circumstances;

- restrict or object to certain processing;

- withdraw consent where consent is the lawful basis;

- request data portability in some circumstances.

To exercise any of these rights, contact us using the details above.

Cookies and website use

If Ridgewell Village Hall operates a website, it may use cookies or similar technologies. If so, a separate cookies notice should explain what cookies are used and why.

Complaints

If you are unhappy with how we use your personal data, please contact us first so we can try to resolve the issue. You also have the right to complain to the Information Commissioner's Office (ICO).

Policy review

We review this privacy policy regularly and update it when needed to keep it accurate and current.