

Thorpe End Village Hall Privacy Statement

Why should you read this document?

During the course of dealing with us, we will ask you to provide us with detailed personal information (**Your Personal Data**). This document is important as it allows us to explain to you what we will do with Your Personal Data, and the various rights you have in relation to Your Personal Data.

What do we mean by “Your Personal Data”?

Your Personal Data means any information that describes or relates to your personal circumstances. In the context of providing you with assistance in relation to hiring the Hall we may require contact details, including your address and in some cases documents that may be necessary to verify your identity.

The basis upon which Thorpe End Village Hall will deal with Your Personal Data

When we speak with you about hiring the Village Hall, we do so on the basis that both parties are entering a contract for supply of services. In order to perform that contract, and to arrange the hire you require, we have the right to use Your Personal Data for the purposes detailed below.

Alternatively, either in the course of initial discussions with you or when the contract between us has come to an end for whatever reason, we have the right to use Your Personal Data provided it is in our legitimate business interest to do so and your rights are not affected. For example, responding to information requested by the Local Authority or with insurance companies in the event of an insurable issue.

The basis upon which we will process certain parts of Your Personal Data

The arrangement of certain types of Hire may involve disclosure by you to us of information relating to historic or current criminal convictions or offences (together “**Criminal Disclosures**”). This is relevant to our duty of care as custodians of the Hall, insurance claims and fraud management.

We will use special Data and any Criminal Disclosures in the same way as Your Personal Data generally, as set out in this Privacy Notice.

How do we collect Your Personal Data?

We will collect and record Your Personal Data from a variety of sources, but mainly directly from you. You will usually provide information during the course of our initial conversations with you to establish your circumstances and needs and preferences in relation to your Hire. You will provide information to us either verbally or by way of completing our hire agreement form.

What happens to Your Personal Data when it is disclosed to us?

In the course of handling Your Personal Data, we will record and store Your Personal Data in our paper files, mobile devices and on our computer systems (websites, email, hard drives, and cloud facilities). This information can only be accessed by members of the Thorpe End Village Hall committee and only when it is necessary to provide our service to you and to perform any administration tasks associated with or incidental to that service.

Sharing Your Personal Data

We will not share your data within anyone except with those who we are required in law to do so.

Security and retention of Your Personal Data

Your privacy is important to us and we will keep Your Personal Data secure in accordance with our legal responsibilities. We will take reasonable steps to safeguard Your Personal Data against it being accessed unlawfully or maliciously by a third party.

We also expect you to take reasonable steps to safeguard your own privacy when transferring information to us, such as not sending confidential information over unprotected email, ensuring email attachments are password protected or encrypted and only using secure methods of postage when original documentation is being sent to us.

Your Personal Data will be retained by us either electronically or in paper format for up to 3 months after the date of Hire finishes.

Your rights in relation to Your Personal Data

You can:

- request copies of Your Personal Data that is under our control
- ask us to further explain how we use Your Personal Data
- ask us to correct, delete or require us to restrict or stop using Your Personal Data (details as to the extent to which we can do this will be provided at the time of any such request)
- ask us to send an electronic copy of Your Personal Data to another organisation should you wish
- change the basis of any consent you may have provided to enable us to market to you in the future (including withdrawing any consent in its entirety)

How to make contact with Thorpe End Village Hall in relation to the use of Your Personal Data

If you have any questions or comments about this document, or wish to make contact in order to exercise any of your rights set out within it please contact The Chairman. If you have any concerns or complaints as to how we have handled Your Personal Data you may lodge a complaint with the UK's data protection regulator, the ICO, who can be contacted through their website at <https://ico.org.uk/global/contact-us/> or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF