

# Walkhampton Memorial Hall Privacy Policy

## 1. Introduction

Walkhampton Memorial Hall is committed to a policy of protecting the rights and privacy of individuals. We collect and use certain types of Data in order to carry on our work of managing our hall. This personal information is collected and handled securely.

## 2. Applying the Data Protection Act within the charity

Personal data held by Walkhampton Memorial Hall which falls within the scope of the Data Protection Act and General Data Protection Regulation is categorised below. We will ensure that the data is used only for the purposes described. Access to personal information will be strictly limited to those trustees and staff who require the information in order to discharge their responsibilities.

**a. Information provided by hirers** and held within the hall booking and accounting system which is required to process bookings of the hall and associated payment.

The information we require to enable us to properly provide facilities for hire is collected on one document – the Walkhampton Memorial Hall Booking Form. Our lawful basis for collecting this information is to enable a contract to be drawn up between the hirer and us (the supplier), as requested by the hirer.

### **i. What Information do we require?**

Name, address, email address and telephone numbers. Occasionally we may also ask for bank details if a hire charge or deposit is repayable.

### **ii. How do we use this information?**

We use this information to communicate with the hirer to ensure that the booking and invoicing process can function efficiently. Bank details are held to facilitate the return of any deposit provided. This information will be held only by the bookings secretary or the treasurer and will be securely destroyed when no longer needed.

### **iii. How long do we keep this information?**

We keep personal data for 2 years from the date of the last booking made. We keep information on our accounting system for a period of 7 years to satisfy external accounting requirements.

**b. Information held about trustees** some of which is required to be submitted to the Charity Commission in the Annual Return.

Full contact and certain personal details of all current trustees are held for the purposes of good administration and also to enable the hall chairperson to complete the annual return to the Charity Commission, which is required by law. All data held for a trustee is deleted from the hall systems and the Charity Commission database when a trustee stands down.

**c. Details about events and associated points of contact** on website calendars, Facebook and other media outlets.

Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

**d. Cookies** used to track, save and store information on the user's computer about the user's interactions with and usage of the Walkhampton Memorial Hall website.

Cookies allow the website to provide users with a more tailored experience. No personal information is gleaned from them and users are advised that if they wish to deny the use and saving of cookies on the Walkhampton Memorial Hall website on to their computer's hard drive they should take the necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.

**e. Information on the 'Contact Us' form** which a member of the public can use to send a message to the hall bookings manager.

This information is held by the bookings manager until the email exchange is complete at which time all emails are permanently deleted.

### **3. Privacy Notice and Consent Policy for Walkhampton Memorial Hall**

Walkhampton Memorial Hall uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, staff employment, trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the hall information systems. If you would like to know more about how we use your personal data or want to see a copy of information about you that we hold, please contact the chairperson of the Memorial Hall committee.