



WISBOROUGH GREEN VILLAGE HALL

Data Protection Statement

The village hall takes data security seriously. This statement summarises the ways in which the hall deals with personal data. The statement applies to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

Personal data is any information that relates to a living individual who can be identified from that information or to whom that information may be specifically attributed.

Data collection, processing and retention

The village hall collects and processes personal data for four specific purposes :

1. Principally, in order to administer the booking of various facilities provided by the hall and to collect and account for any charges made for the hire of such facilities
2. Also, to administer membership of the 50 Club and to collect subscriptions from members and distribute prizes in accordance with the rules of the club
3. Also to administer membership of the Management Committee and Trustees who are responsible for managing the affairs of the Hall charity
4. Also, to undertake fundraising from time to time in order to modernise, enhance and improve the community facilities at the hall

Only data that is directly necessary to carry out one or more of the four purposes set out above will be collected, processed and retained. In all cases, personal data will include :

Name, Address, Phone Number, Email address, Signature

Where necessary, this data will also include :

- *Purpose of Hire and Dates of Hire plus evidence of previous compliance with the Licensing Act 2003,*
- *Subscriptions paid or prize money received from the 50 club,*
- *Amounts donated to, or raised on behalf of, the village hall*

Data may be processed by any member of the Management Committee or the Trustees in order to manage or facilitate the affairs of the Hall as above and to ensure compliance with any statutory or regulatory requirements.

Data collected by the village hall will NOT be passed on to any third party.

Data will be retained only so long as is necessary to complete the purpose for which the data is collected and to comply with any statutory or regulatory requirements (e.g. accounting records to be kept for 7 years).