# Middlezoy Village Hall Privacy Notice

## Introduction

The General Data Protection Regulations (GDPR) came into effect in May 2018 to ensure that organisations protect your personal data better. Your privacy is important to Middlezoy Village Hall trustees, and this statement is our commitment to letting you know how we use your personal information and make responsible use of your data. It should be read in conjunction with our current Data Protection Policy, available on our website.

Middlezoy Village Hall (MCP) is a not-for-profit organisation, registered with the Charity Commission. The personal information provided to the Village Hall Committee is collected, processed and held to ensure that the trustees can fulfil their responsibilities as required by the governing document of the Middlezoy Village Hall. As such it comes under the legitimate *interest* GDPR category, and no personal information is shared with or disclosed to any third parties.

## Information Security

The trustees have a duty to ensure the security of personal data. We only keep data for the purpose for which it was collected, and we destroy or delete it when it is out of date or no longer needed.

## Access to Information

You have a right to ask MCP what information is held on you, and to check that it is accurate and up to date. Individuals have the right of access to their personal information that MCP holds on application to the committee secretary, who will respond as soon as possible and within one calendar month of your request. In addition, individuals can ask for personal data to be removed from MCP records at any time.

## Types of information held:

**Booking information -** Held by the Booking Secretary and Treasurer. Bookings are now held electronically, and with paper copies.

**Details held by the Booking Secretary** include Hirer/Responsible Person's name, home/work address, e-mail address and phone number. All information is provided by the Hirer/Responsible Person and are legitimate interest information for securing the booking and ensure proper us of, and safety of the Hall and its users, this also include liability for payment and damages.

**For one off bookings**, once they have finished and invoices paid, all data, both electronic and paper copies are deleted and destroyed.

**Regular bookings** are held as above, but data is not deleted or destroyed until the regular bookings are cancelled and no longer required**.** Deletion of data and destroying of paper bookings happen after the final invoice has been paid.

**Details held by the Treasurer –** The following are held beyond that of the Bookings Secretary.

Hirer/Responsible Persons name/s, contact details to pay invoices for Bookings.

For Services and Suppliers, contact name/s and details to pay invoices.

All legitimate interests. Information is destroyed/deleted within 15 months of the event.

**Website information –**

Regular events are shown on the events page.

Hall Committee Meeting Minutes are uploaded to the website one month after the meeting has been held.

The annual accounts are held on the Charity Commission Website.

Bookings Secretary can be contacted via email as stated on the website.

The Chairperson for all other issues can be contacted via email as stated on the website.

The Booking Calendar does not identify individual hirer names.

No other personal details are shown on our website.

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