

# Catsfield Village Hall

Church Road, Catsfield, East Sussex. TN33 9DP

Registered Charity 1001062

## General Data Protection Regulations

1.	<b>Why do we collect your “Personal Information”?</b> <ul style="list-style-type: none"><li>▪ As a hirer of the Village Hall, we need to collect <b>“Personal Information”</b> from you in order for you to be able to hire the hall.</li><li>▪ Consent to us holding your <b>“Personal Information”</b> is given by making a booking.</li><li>▪ We will be the <b>“Data Controller”</b> for your personal information and bookings <b>“Personal information”</b> is passed to and stored by <b>“Hallmaster”</b> an online hall bookings system who are <b>“Data Processors”</b> on behalf of <b>“Catsfield Village Hall Management Committee”</b>.</li><li>▪ <b>“Hallmaster”</b> as our <b>“Data Processors”</b> have their own privacy/licence policies which we/you will have signed up to enable you to make a <b>“Village Hall booking”</b>.</li><li>▪ If you make a donation to the Village Hall, we will keep your <b>“Personal Information”</b> for our records.</li><li>▪ Gift Aided donations require us to keep your <b>“Personal Information”</b> in line with HMRC requirements.</li></ul>
2.	<b>What “Personal Information” may we hold about you when you make a hall booking or make a Donation to the Hall</b> <ul style="list-style-type: none"><li>▪ Title</li><li>▪ Full Name</li><li>▪ Your Address details</li><li>▪ Telephone Number</li><li>▪ Email Address</li><li>▪ Organisation details where relevant</li><li>▪ Other contact details</li><li>▪ Bank details where relevant</li><li>▪ Email communications</li><li>▪ Computer IP address</li><li>▪ Times and dates of your booking of the Village Hall linked to your personal data</li></ul>
3.	<b>How do we use your “Personal Data”?</b> <ul style="list-style-type: none"><li>▪ To process the information needed to make a Village Hall Booking by entering your details on the <b>“Hallmaster”</b> booking system.</li><li>▪ To comply with our <b>“Terms and Conditions”</b> of making a Village Hall Booking</li><li>▪ To provide you with methods of making payment for your booking</li><li>▪ When making a donation that is gift aided, we keep both computer and paper records securely in line with HMRC requirements.</li></ul>
4.	<b>How do we collect information?</b> <ul style="list-style-type: none"><li>▪ You give us information by filling in booking forms on paper, online, by telephone, text post or email or by other means.</li></ul>
5.	<b>Disclosure of Information</b> <ul style="list-style-type: none"><li>▪ The personal information we gather from you when making a hall booking will only be shared with <b>“Hallmaster online Village Hall booking system”</b> who are our <b>“Data Processors”</b>.</li><li>▪ We disclose your <b>“Personal Information”</b> with HMRC in respect of Gift Aided Donations.</li><li>▪ <b>“Personal Information”</b> could/will also be shared, if necessary, with any <b>“Statutory Legal Organisation”</b> to prevent fraud or for our lawful business.</li></ul>

6.	<p><b>Data Retention</b></p> <ul style="list-style-type: none"> <li>▪ The information we gather from you will only be held as long as is necessary, thus enabling you to make Village Hall bookings or make/continue with donations and gift aided.</li> <li>▪ Where we no longer need your <b>“Personal Information”</b> it will be disposed of/deleted in a timely and secure manner.</li> </ul>
7.	<p><b>Data Sharing</b></p> <ul style="list-style-type: none"> <li>▪ Catsfield Village Hall only share data/personal information with our <b>“Data Processors, Hallmaster”</b>. This is part of your agreement to making a booking to hire the Village Hall.</li> <li>▪ Gift Aided Donation(s) <b>“Personal Information”</b> has to be shared with HMRC when we make a claim.</li> </ul>
8.	<p><b>Security and Storage</b></p> <ul style="list-style-type: none"> <li>▪ Security of your data is very important to us.</li> <li>▪ The data we collect for bookings is stored by our <b>“Data Processor, Hallmaster”</b>. This system is password protected and is only accessed by the bookings secretary(s) and Treasurer. Your personal information is not visible to other users of <b>“Hallmaster”</b>.</li> <li>▪ The Bookings Secretary and Treasurer will also store information on secure computers where necessary to enable bookings to take place.</li> <li>▪ Computers used to access this information are virus and password protected as a secondary layer of security.</li> <li>▪ Any transmission of your <b>“Personal Information”</b> by you is at your <b>“own risk”</b>. Once we have received the information we will deal with the information in a secure manner.</li> <li>▪ Any hard copies of your information will be kept secure or shredded when no longer needed.</li> <li>▪ Any out-of-date information will be deleted as soon as we become aware of it.</li> </ul>
9.	<p><b>Your Rights</b></p> <ul style="list-style-type: none"> <li>▪ To be informed of how we collect and deal with your <b>“Personal Information”</b>.</li> <li>▪ To ask for a copy of your <b>“Personal Information”</b>.</li> <li>▪ To have errors in the information corrected.</li> <li>▪ To request your information to be erased. (right to be forgotten)</li> <li>▪ The right to withdraw your consent to us holding your <b>“Personal Information”</b>.</li> <li>▪ To lodge a complaint with the Information Commissioners Office (ICO).</li> </ul>
10.	<p><b>Trustees of Catsfield Village Hall Management Committee</b></p> <ul style="list-style-type: none"> <li>▪ <b>Personal Information</b> regarding the Trustees of Catsfield Village Hall is stored as a legal requirement by the <b>Charity Commission</b> who are <b>“Data Processors”</b>.</li> <li>▪ The Chairman of Trustees also holds Trustee <b>Personal Information</b> in a secure environment for contact purposes only.</li> </ul>
11.	<p><b>Links to our “Data Processors” Web information regarding Data Protection and Licencing and the Information Commissioner’s office Website</b></p> <ul style="list-style-type: none"> <li>▪ <b>“Hallmaster”</b> – Village Hall Booking System - Licence Agreement  <a href="http://www.hallmaster.co.uk/Hallmaster-Licence-Agreement.pdf">http://www.hallmaster.co.uk/Hallmaster-Licence-Agreement.pdf</a></li> <li>▪ <b>“Hallmaster”</b>– Village Hall Booking System - Privacy Policy  <a href="http://www.hallmaster.co.uk/Hallmaster-Privacy-Policy.pdf">http://www.hallmaster.co.uk/Hallmaster-Privacy-Policy.pdf</a></li> <li>▪ Information Commissioner’s Office  <a href="https://ico.org.uk/for-organisations/guide-to-data-protection-404/">https://ico.org.uk/for-organisations/guide-to-data-protection-404/</a></li> </ul>