



## **Crockenhill Village Hall Privacy Notice**

### **What this privacy notice covers**

This Privacy Notice covers the activities of the Crockenhill Village Hall Committee who will be referred to in this Notice as "The Committee", "we", "our" or "us").

We are committed to doing the right thing when it comes to how we collect, use and protect your personal data. That's why we've developed this Privacy Notice which:

- Sets out the types of personal data that we collect.
- Explains how and why we use personal data.
- Explains when and why we may share your personal data with other organisations.
- Explains the rights and choices you have when it comes to your personal data.

### **What personal data do we collect?**

When any request or enquiry is made to the committee we shall use the contact information provided to respond and will retain your contact information until the enquiry is fulfilled.

When you enter into a hire agreement with the Village Hall we shall collect the following information to ensure that the services can be provided:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

The Committee frequently hosts fund raising events at which tickets are sold. The personal or contact information obtained during these transactions will be the minimum required to complete the sale of the tickets and would include no more than the following:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

When you visit the Village Hall Website no personal or contact information is collected unless you specifically submit a request or enquiry using the contact form. The use of the contact form will be treated as an enquiry as detailed above. The website does not make use of cookies to collect information regarding your activities or interests.

### **How and why we use personal data**

We use your personal data to ensure we can deliver our services to you as follows:

- Respond to any enquiry or request.
- Communicate regarding the supply and completion of Hire Agreements.
- Produce invoices and statements.
- Collect payments or make refunds.
- Inspect regulatory policies or insurance such as Liability Insurance from 3<sup>rd</sup> Parties.
- Deliver or collect keys.

We do not use personal information for direct advertising or marketing campaigns. All of our marketing and advertising is on our Website or via signage around the village of Crockenhill.

When we need to communicate with multiple customers regarding a common matter we will endeavour to communicate on a one-to-one basis to prevent the sharing of personal information. Should a situation arise where one-to-one communications is not practical then an email with a distribution list may be used however everyone will be blind copied (BCC) to hide their personal information.



## **Sharing personal data with other organisations**

We may share personal data with other organisations in the following circumstances:

- If the law or a public authority says we must share the personal data.
- If we need to share personal data in order to establish, exercise or defend our legal rights.
- If you explicitly request or permit us to communicate directly with a 3<sup>rd</sup> party in relationship to a service they are providing at the Village Hall premises.
- If a 3<sup>rd</sup> party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.

## **How we protect personal data**

Electronic files are stored securely on private networks and are not stored or shared across the Internet.

We enforce physical access controls to our buildings and files to keep this data safe. We only authorise access to committee members or employees who need it to carry out their job responsibilities.

We enforce procedural safeguards in connection with the collection, storage and disclosure of personal data. We may occasionally ask for proof of identity before we share your personal data with you.

Whilst we take appropriate technical and organisational measures to safeguard your personal data, please note that we cannot guarantee the security of any personal data that you transfer over the internet to us.

## **Your rights**

Under the General Data Protection Regulation, you have the right to see the personal data we hold about you. This is called a Subject Access Request.

If you would like a copy of the personal data we hold about you, please write to:

The Committee, Crockenhill Village Hall, Stones Cross Road, Crockenhill, Kent. BR8 8LT

We want to make sure that the personal data we hold about you is accurate and up to date. If any of the details are incorrect, please let us know and we will amend them.

## **Changes to this privacy notice**

We reserve the right to make changes to this Privacy Notice from time to time, so please take the time to review periodically.

*Last reviewed May 2018*