

# Newick Village Hall

## Personal Data Privacy Policy

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### Introduction

This privacy policy explains how Newick Village Hall Management Committee (“NVHMC”) uses personal data. NVHMC is the Data Controller of this data for the purposes of this policy.

Personal data is defined in Data Protection law and is essentially data by which a living individual can be identified.

Any changes we make to this privacy policy in the future will, where appropriate, be notified to you on request by email. Please contact the committee at [newickvillagehall@hotmail.co.uk](mailto:newickvillagehall@hotmail.co.uk). If you wish to know of any updates or changes to this privacy policy.

Keeping personal data safe and secure is one of NVHMC’s top priorities. This statement makes it easier for you to find out how we use and protect your information.

### When does this policy apply?

This policy applies to the personal data that NVHMC collects and holds about you as a consequence of you hiring the hall (including enquires).

This policy does not apply to data held about our Trustees, committee members, volunteers, contractors, consultants or agents working on behalf of the committee.

### What types of personal data do we hold?

Information we hold about you may include any one or more of the following types of data:

- **Booking information:** When you enquire about or hire the hall, the minimum information we will usually ask you to provide is your name, email address, postal address and telephone numbers. We may also ask you for additional information depending on the specific circumstance.
- **Transactional information:** When you pay your hire fee, we will keep a record of your transaction, including when you paid, and any information you provide us to fulfil the transaction. This may include your name, billing information and telephone number. We will not keep your bank details.
- **Information from you:** If you contact us (by email, telephone or letter), we may keep a record of that correspondence.
- **Information you provide to us in response to a survey:** We may occasionally contact you to ask for your feedback on NVHMC performance as a charity so we can make the hall better and more relevant.

## Where we hold your information

The data that we collect from you is stored at a destination inside the UK. It is processed by Trustees, staff or agents operating inside the UK who work for us. Such staff may be engaged in, among other things, the processing of your payment details and the provision of the administration of your hire agreement. By submitting your personal data, you agree to this storing or processing. We will take all steps to ensure that your data is treated securely and in accordance with this privacy policy. All information you provide to us is stored on secure servers. Any payment transactions will be encrypted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is therefore at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## The purposes for which we use your information

- **Hire of Hall** : NVHMC may use, as necessary, account information and transactional information data to manage the obligations you have under the conditions of hall hire; and
- **Legal obligations**: NVHMC retains records of all its financial transactions with you in order to comply with its legal obligations to maintain adequate accounting records. NVHMC may use (and disclose) the information it holds about you in order to comply with any investigative demand, court order, or request for cooperation from a law enforcement or other government agency.

## Disclosure of your information

- **NVHMC**: Information held by NVHMC will only be used by NVHMC.
- **NVHMC suppliers and sub-contractors**: NVHMC may share your information with appointed suppliers and sub-contractors from time to time in order that they can process it on NVHMC's behalf for the purposes set out in this privacy policy, for example payment processing. However, where we do so, we will put in place suitable measures to protect your information.
- **Disclosures for legal reasons**: NVHMC may also disclose the information it holds about you to persons that have a reasonable need to know such information, if it believes in good faith that this is necessary to: (i) establish, exercise or enforce its legal rights, including contractual rights; (ii) defend itself against a legal claim; (iii) report a crime or prevent a crime; (iv) prevent harm to any individual or any or (v) prevent fraud (for example, payment card fraud) or for credit risk reduction.

## How long do we keep your information?

NVHMC will keep your information for as long as necessary for us to fulfil that we describe in this policy. As a general rule, it will keep:

- its financial transactions with you for six years in order to comply with its obligations to maintain adequate accounting records; and

- its booking arrangements with you for six years so that it has appropriate evidence in place if there is a claim for breach of contract made within the statutory limitation periods.

## **Your rights**

You have the right under applicable data protection laws to access information held about you, and you can do so by contacting us using the details provided below in this policy. Your rights, which we have summarised below, can be exercised in accordance with those data protection laws.

You have the right to:

- ask us not to process your personal data for direct marketing purposes;
- request access to personal information held about you and a copy of it;
- obtain, without undue delay, the rectification of inaccurate or incomplete personal data;
- obtain, without undue delay, erasure of your personal data in certain circumstances, for example if NVHMC's processing of your personal data is no longer necessary for the purpose for which we collected it;
- restrict the processing of your personal data in certain circumstances rather than having it erased;
- object to the processing of personal data in certain circumstances, for example if NVHMC processes personal data for legitimate purposes but you do not feel that your interests or fundamental rights and freedoms have been protected;
- receive personal data which you have provided to NVHMC in a structured, commonly used and machine-readable format and transmit that personal data to another data controller, or have NVHMC do so on your behalf where technically feasible; and
- lodge a complaint about the way in which your personal data is being used with the supervisory authority, which is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, and the phone number is 0303 123 1113 (local rate).

## **How you can contact us**

If you would like to contact NVHMC about this policy or any of the legal rights outlined in it, you can email the company at [newickvillagehall@hotmail.co.uk](mailto:newickvillagehall@hotmail.co.uk) or write to Mr D Read, Chairman, Newick Village Hall management Committee at Blackthorns, East Grinstead Road, North Chailey, East Sussex, BN8 4DJ

This privacy policy was created in May 2018.