

Horsley Village Hall Trust **Data Protection Policy Summary**

Introduction

Horsley Village Hall Trust is committed to a policy of protecting the rights and privacy of individuals. We collect and use certain types of data to conduct our work of managing our hall. This personal information is collected and managed securely. The full Data Protection Policy and Procedures for Horsley Village Hall Trust can be seen on our website <https://horsleyvhall.org/> but some key information is summarised below for your convenience.

Applying the Data Protection Act within the charity

Personal data held by Horsley Village Hall Trust which falls within the scope of the Data Protection Act and General Data Protection Regulation is categorised below. We will ensure that the data is used only for the purposes described. Access to personal information will be strictly limited to those Trustees, staff and volunteers who require the information to discharge their responsibilities.

Information provided by hirers and held within the hall booking and accounting system which is required to process bookings of the hall and associated payment.

The information we require to enable us to properly provide facilities for hire is collected on one document - the Horsley Village Hall Trust Booking Form. Our lawful basis for collecting this information is to enable a contract to be drawn up between the Hirer and us (the Supplier), as requested by the Hirer.

1. What Information do we require?

Name, address, email address, telephone numbers and bank details (the latter for bookings where deposits are repayable).

2. How do we use this information?

We use this information to communicate with the Hirer to ensure that the booking and invoicing process can function efficiently. Bank details are held to facilitate the return of any deposit provided. The information is held securely on the Hall Online Booking System and our QuickBooks professional accounts system both of which are user-ID and password protected.

3. How long do we keep this information?

a. We keep personal data on Google Calendar for 2 years from the date of the last booking made. We keep information on the QuickBooks accounting system for a period of 7 years to satisfy external accounting requirements.

b. Details about events and associated points of contact on website calendars, Facebook and other media outlets.

Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

c. Cookies used to track, save and store information on the user's computer about the user's interactions with and usage of the HVH website.

Horsley Village Hall Trust. Registered Charity 1205133

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Date: 27/3/24

Reviewed: 2 yearly

Cookies allow the website to provide users with a more tailored experience. No personal information is gleaned from them and users are advised that if they wish to deny the use and saving of cookies on the HVH website onto their computer's hard drive, they should take the necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.

- d. Information on the 'Contact Us' form which a member of the public can use to send a message to the Village Hall Bookings Manager.

This information is held by the Bookings Manager until the email exchange is complete at which time all emails are permanently deleted.

- e. Village Hall Email List.

We maintain an up-to-date email list of subscribers who have given their specific consent to receive emails from the village hall about events, fundraising activities and general news. Subscribers can request for their name to be removed from this list at any time.

Information held about Trustees, some of which is required to be submitted to the Charity Commission in the Annual Return.

Full contact and certain personal details of all current Trustees are held for the purposes of good administration and to enable the Hall Secretary to complete the annual return to the Charity Commission, which is required by law. All data held for a Trustee is deleted from the Village Hall systems and the Charity Commission database when a Trustee stands down.

Privacy Notice and Consent Policy for Horsley Village Hall Trust

Horsley Village Hall Trust uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, staff employment, Trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes, but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the Village Hall information systems. If you would like to know more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Village Hall Data Protection Officer (see below).

A consent notice is included on official emails associated with bookings and bookings enquiries on the HVH booking form and on all invoices. The requirement for it is detailed in the HVH Conditions of Hire.

The Data Protection Officer

The Data Protection Officer on the Management Committee is:

Alan Went

DPO Contact Details:

Email: alan@loveuganda.com

Post:

The Data Protection Officer

Horsley Village Hall

Main Road

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