

CORFE VILLAGE HALL

DATA PROTECTION & PRIVACY POLICY

1. PURPOSE

- i. Corfe Village Hall Management Committee (CVHMC) is committed to a policy of protecting the rights and privacy of individuals.
- ii. CVHMC needs to collect and use certain types of data in order to carry out the work of managing the hall. The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. This personal information must be collected and handled securely. Collectively, CVHMC will remain the 'Data Controller' for the information held. The members of the CVHMC are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR.
- iii. If you would like to find out more about how we use your personal data or want to see a copy of information that we hold about you, please contact the Booking Manager on corfevillagehall@gmail.com
- iv. The purpose of this policy is to set out the CVHMC commitment to and procedures for protecting personal data. The CVHMC regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of Corfe Village Hall users, contractors and the local community at large.

2. INFORMATION COLLECTED AND HOW IT IS USED

- i. Bookings Data
 - a. This is the name, email addresses and telephone numbers as supplied by the prospective hirer via the booking enquiry or Booking Form, as summarised in the Hall Hire Terms and Conditions Appendix 1. Details of event/reasons for hire etc will also be collected. The information will be used to manage any booking and maintain contact with prospective hirers. The lawful basis for processing this data is that we are entering into a Contract with the hirer of the facilities they wish to book.
 - b. Public events (eg fundraising, club/group meetings, fitness classes) may be displayed on the website and will show details and contact information (unless otherwise specified). Details of private events will not be displayed. The lawful basis for processing this data is that we are entering into a Contract with the hirer of the facilities they wish to book.

ii. 100+ Club Information

Applicants for shares in the club provide name and usual contact details (email and telephone numbers). These details will be collected and processed only for the effective administration of the club, including communicating with members. The lawful basis for processing this data is consent.

iii. Club/Group Data

This will include name of group, club or organisation and purpose/activities covered: also, relevant contact details (eg name, email, telephone numbers). This information will be provided by groups and clubs who may wish for the hall to 'market' their activities via our website or newsletters etc. The lawful basis for processing this data is consent.

iii. Trustee Data

This is the name, contact details (address, email, telephone numbers), and date of birth. We are required by law to notify the Charity Commission of these details. We also need to maintain effective communication with trustees. We may also record any relevant skills to help with managing projects or with specific roles. Only names (and organisations represented or posts held) will be publicly displayed. The lawful basis for processing this information is consent and legal compliance.

iv. Bank Details

On occasion we may need to collect bank details. This will be name & number of account, and sort code number. This information will only be collected and used with explicit consent for the direct payment (from the hall's bank account) of bills (against invoices), refunds (against receipts) or prize monies (eg 100+ club prize draws). The lawful basis for processing this data is consent and to enable us to complete a legal obligation.

v. Supplier Data

This is the name, address, telephone number and email address as provided by the supplier or as obtained from publicly available sources. The information is used to help communicate with appropriate suppliers for the purchase of good or services. The lawful basis for processing this data is that we may be preparing to enter into a contract for the purchase of those goods and services.

3. DISCLOSURE OF DATA

We will only disclose information to third parties or individuals when obliged to by law, for purposes of national security, taxation and criminal investigations, and the following situations.

- i. Bookings' data may be shared with another Trustee (normally Chair, Treasurer or Secretary) for instance where bookings involve further review or to confirm new/unusual hirings.
- ii. Supplier details may be shared within the committee, e.g. when considering tenders/quotations.
- iii. Trustee data is shared with the Charity Commission as this is a legal requirement.

We do not, and will not sell any personal data.

4. STORING OF DATA

We will use all reasonable endeavours to ensure information is protected and to prevent unauthorised access or disclosure.

This policy is to be reviewed annually.

Policy Owner:

Date adopted by the Management Committee: 27th February 2025

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Version	Author	Date	Comment
1.0	R. Hudson	27.02.25	Agreed CVHMC 27.02.25
1.1	R. Hudson	12.02.26	Reviewed, no changes. Agreed CVHMC 12.02.26