

Broughton Village Hall

Privacy Notice

Broughton Village Hall is providing you with this Privacy Notice in order to comply with data protection law and to ensure transparency in the collection and use of your personal data.

Who is collecting the information

Broughton Village Hall is collecting this data and the main contact for queries in relation to this processing is **Neil Robinson (07766 712897 - info@broughtonhall.org.uk)**.

Why is this personal data collected and for what reason (Purpose)

This information is used:

- to administer hall bookings,
- to create, send and manage invoices.
- to provide you with information in relation to news, events, and activities related to the hall (only if you choose to receive this information)
- to distribute notices and minutes of meetings to committee members and to provide access for those members to other relevant operational documents.

What personal data is collected

Personal data will include only what is necessary to fulfill the purposes listed. For most hall users it will only include name, e-mail address, postal address and contact telephone details supplied.

- Name
- Address
- Telephone number
- Mobile number
- Email address
- Details of hall bookings (dates, times and facilities)
- Photographs and videos (where applicable)

No information relating to bank accounts is collected or stored.

The information source

The information is collected directly from you.

How we use your personal data

We only use your personal data as permitted under the EU General Data Protection Regulation (the GDPR) and the Privacy of Electronic Communication Regulation 2003.

We use your personal data you provide as a hall user or hall committee member in order to manage hall bookings, and to share information about the operation of Broughton Village Hall.

The lawful basis for the processing

The lawful basis is UK GDPR Article 6(1)(f): “processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child”.

Who data is shared with

Information will not be shared with any third party out with Broughton Village Hall without your consent unless Broughton Village Hall is obliged or permitted to do so by law.

How your data is stored

All your data will be held securely in a non-public location, accessible only by designated committee members of Broughton Village Hall. All computers with access to personal data will be password protected. All electronic data will be held on a secure server and/or on a separate storage device in a locked facility.

How long the personal data is held for

Broughton Village Hall will not hold personal data longer than necessary. There are certain legal requirements which means= that Broughton Village Hall will keep documents for a minimum period of time such, as invoices which must be retained for seven years.

How data is disposed of

If Broughton Village Hall agrees to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. Broughton Village Hall will notify you in writing to confirm when and how it has been destroyed or permanently erased. Broughton Village Hall may not agree to disposal of certain data if Broughton Village Hall has a legitimate or legal need to retain it. Where there is a legal obligation to, Broughton Village Hall will keep a record of destruction of data.

Individuals' rights in relation to this processing

Under data protection laws, individuals have a number of rights in relation to the processing of their personal data. These rights are as follows:

- The right to be informed – this privacy notice meets that right.
- The right of access – this means you have the right to have access or receive copies of personal data held by the organisation
- The right to rectification – this means you have the right to correct incomplete or inaccurate data held about you
- The right to erasure – this means you have the right to have your data deleted from an organisation's records.
- The right to restrict processing – this means you have the right to restrict processing. This right is normally used with other rights, e.g. rectification
- The right to data portability – this means you have the right to request your data in a machine-readable format (e.g. a .csv file) and transfer this to another organisation
- The right to object – this means you have the right to object to how your data is processed
- Rights in relation to automated individual decision making, including profiling – Broughton Village Hall does not carry out this type of processing.

Not all rights apply and it depends on the lawful basis as to what rights do apply. For the processing purposes of this privacy notice, when the lawful basis is legal obligation the right of erasure, right to data portability and the right to object do not apply. All other rights do apply. For the processing purposes of this privacy notice when the lawful basis is legitimate interests, all rights apply except for data portability. If you wish to exercise any of your rights the main contact for queries in relation to this processing is **Neil Robinson (07766712897 – info@broughtonhall.org.uk)** who will process your request accordingly.

If any processing is carried out on the basis of consent it is important to note that you can withdraw your consent at any time. To do this please contact **Neil Robinson (07766712897 – info@broughtonhall.org.uk)**

Complaints

If you are concerned about how your personal data is being used by Broughton Village Hall, please contact the main contact for queries in relation to this processing **Neil Robinson (07766712897 – info@broughtonhall.org.uk)**

Complaints to the Information Commissioner's Office (ICO)

If you are not satisfied with the outcome of your complaint to the Broughton Village Hall, a referral can be made to the UK regulator of data protection, the Information Commissioner's Office (ICO).

The ICO has guidance on their website: **<https://ico.org.uk/your-data-matters/raising-concerns/>** The ICO can be contacted by email **casework@ico.org.uk** or by telephone on **0303 123 1113**.

Alternatively, their postal address is:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Further information

This Privacy Notice may be updated from time to time to reflect changes in legal requirements or other operational reasons. The latest version will always be available from the Broughton Village Hall. The main contact for queries in relation to this processing is **Neil Robinson (07766712897 – info@broughtonhall.org.uk)**.