

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our committee members, volunteers, hirers and suppliers, how we use it and how we keep it secure and your rights.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website for any amendments, but amendments will not be made retrospectively.
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 This policy is effective from the 25th May 2018.

2. Who are we?

- 2.1 We are Clopton Village Hall, registered charity number 1055502.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Names, address, telephone numbers and e-mail address(es) of committee members, volunteers, hirers and committee members.	Managing the business of the hall.	For the purposes of our legitimate interests in operating the hall.
Bank details of hirers who require deposits returned electronically.	Repayment of deposits.	For the purposes of our legitimate interests in operating the hall.
Bank details of suppliers who we pay electronically.	Payment of accounts.	For the purposes of our legitimate interests in operating the hall.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3 Please note however that where information is transmitted over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we accept from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent, which you are free to withhold except where required to do so by law or as set out in the table above or paragraph 5.2 below.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a committee member, hirer or supplier and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations, such as compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Hon. Treasurer, David Hayhow, Hill Farm House, Clopton, IP13 6SP.