



WOODBURY VILLAGE HALL

Registered Charity Number 1155239
www.woodburyvillagehall.org.uk

Privacy Policy on User Information for the General Data Protection Regulation (GDPR)

1. Woodbury Village Hall collects personal information from Hall users and from Members of Woodbury Village Hall Ltd.
2. Users' data is collected when anyone makes a booking at the Hall, in order to manage both the booking and the Village Hall. The Bookings Secretary undertakes its collection, maintenance and security on behalf of the Village Hall.
3. Users' personal information held includes, but is not limited to, name, address, email address, phone numbers, the name of any organisation which the user represents and their position in it.
4. This information will be used to manage bookings, to maintain the Hall on-line calendar, to prepare invoices and to communicate with users (normally by email). Information will be shared if necessary between the Bookings Secretaries, any appointed stand-ins (holiday cover), Village Hall employees and Village Hall directors.
5. Users' personal information will not be passed on to any third parties or displayed in multiple recipient lists on emails sent. Emails will be sent "BCC", except when users are all members of the same organisation (e.g. a club or society that uses the Hall) where it is helpful for them to know who else has been sent the email.
6. Users' personal information may be kept in password protected "cloud" storage or in a personal computer, either as a file, an email or an attachment to an e-mail. Access to this information is kept secure and the computers used to access it are updated to the latest version of software, with updated anti-virus software installed and running.
7. Users have the right to ask the Bookings Secretary to see their own personal information at any time, and to require incorrect or incomplete information to be updated. Users may restrict the use of their information.
8. When regular-user club officials change, or on user request, user information will be deleted from current records, but old calendar entries, correspondence and invoices may be retained.
9. The same procedures apply to Members of Woodbury Village Hall Ltd (the Company), except that data is looked after by the Secretary who also maintains a hard copy of it. Information is held in order to manage the Company and may also be passed to Companies House. All information is kept securely and destroyed when a person resigns from membership of the Company.