

PRIVACY POLICY

The trustees of Glanvilles Wootton Village Hall Dorset (hereafter referred to as GWVH) are committed to protecting your privacy and we comply with the data protection laws applicable to the United Kingdom. This Privacy Policy explains how we use any personal information we collect about you and forms part of our Conditions of Use for the hire of GWVH.

WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

We will collect information about you when you hire the hall or request information from us, or if you are a trustee, contractor or volunteer for GWVH. The type of information we may collect includes your name, postal address, e-mail address and telephone number. In the case of Trustees, we are required to collect your date of birth for the Charity Commission Return. We may require bank details to pay invoices or reimburse payments or expenses.

HOW DO WE USE THE PERSONAL INFORMATION WE COLLECT ABOUT YOU?

We may use the information provided by you for the following purposes:

1. to process hirers' bookings
2. to pay invoices and reimburse payments and expenses
3. to update the Charity Commission, register of Trustees
4. to circulate minutes and other documents
5. to keep volunteers and others informed about events at WVH
6. for accountancy and record keeping purposes

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required.

HOW TO ACCESS & CONTROL YOUR PERSONAL DATA

You may request details of personal information which we hold about you. If you would like a copy of this information, please write to or email us with this request. If you believe that any information, we are holding on you is incorrect or incomplete, please contact us as soon as possible and we will promptly correct any inaccuracies.

DISCLOSING YOUR DATA

We will not make your personal details available to organisations outside of GWVH for marketing purposes. We may have to disclose your information by law e.g. because a court or other law enforcement agency has asked us for it or because it is required by our insurers.

HOW IS YOUR INFORMATION PROTECTED?

We take the protection of your information seriously and have appropriate physical and technological security measures in place to keep it safe. Internally, we restrict access to personal information and only GWVH Trustees, officers or others who need the information in order to do their jobs have access to it. We never transfer your data outside the UK.

You have the right at any time to withdraw your consent to us using your personal information for marketing purposes, and to lodge any complaint to the supervisory body ICO (Information Commissioners Office)

GENERAL DATA PROTECTION REGULATIONS (GDPR)

We fully support the requirements of the GDPR and are committed to the protection of personal data belonging to our hirers, trustees, volunteers and the general public. We will conduct regular audits to ensure compliance with our policies. We are aware of our obligations under the GDPR and have adopted a proactive approach to its implementation. This includes reviewing existing and where

appropriate developing and implementing new policies and procedures to ensure personal data is collected, stored and disposed of in a manner compliant with the requirements of the GDPR.

We have agreed to use emails specific to Village Hall use rather than personal emails.

GWVHsecretary@outlook.com

GWVHtreasurer@outlook.com

GWVHchair@outlook.com

GWVHbookings@outlook.com

All are password protected and upon the change of officer, the password should be shared.

COOKIES

Cookies are small files that are stored on your device to enable additional features of the website to work. We will always store a cookie recording whether or not you have consented to cookies. Any other cookies will only be stored, if you have consented for us to do so.

PRIVACY QUERIES

Any queries relating to this Privacy Policy or your personal information should be addressed to the Trustees of Glanvilles Wootton Village Hall, Stock Hill Lane, Glanvilles Wootton, Dorset DT9 5QF or email GWVHsecretary@outlook.com

January 2025

2026

Agreed at Committee 9

Review date: January