

Barroway Drove Village Hall Privacy Policy

General Data Protection Regulation (GDPR) Compliance Statement

The Trustees of Barroway Drove Village Hall are committed to protecting your privacy. This policy explains how we use personal information that we collect from you and forms part of our conditions of use of the hall.

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers, known as hirers. We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties.

The types of information we require to fulfil our obligations as a provider of village hall hire are all collected on one document – the Barroway Drove Village Hall Booking Form. Our lawful basis for collecting this information is contract, we need the information in order to fulfil the request to hire the hall. We collect this information from the hirer as a result of the hirer completing our hire agreement.

The information we collect:

We collect your name, phone numbers, email address, postal address, and your intended use of the hall. If you are representing a club or other organisation, we will collect details of the organisation and your position within it.

How we use this information:

We may use this information to process bookings, maintain the online calendar, ticket sales and for accountancy and record keeping purposes, or to contact you. Information will only be stored for as long as needed. We are legally required to keep and store financial records such as invoices and payments for 7 years

How long we keep this information:

We keep this personal information (the Barroway Drove Village Hall Booking Form) securely for 3 months after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeit. When a completed Barroway Drove Village Hall Booking Form is emailed to the letting secretary, the form is printed and the email deleted. Third party contractor information is held securely for the length of such contracts so we can facilitate payment on completion of services and to communicate to arrange dates / times for services.

What we do when we no longer require personal information:

The Barroway Drove Village Hall Booking Form, the only record holding personal data, is securely destroyed. Information held for third party service providers is destroyed when services are no longer required.

How to Access and Control Your Personal Data:

You may request details of information that we hold about you. If you wish to do so please write to or email us with this request. If you believe any of the information we hold to be inaccurate or incomplete please contact us and we will investigate and correct any inaccuracies.

Disclosing Your Data:

We will not make your personal data available to outside organisations unless required to do so by law, e.g. if a court or other UK law enforcement agency has asked for it, or if it is required by our insurers.

How your data is protected:

We take the protection of your data seriously and have security measures in place to keep it safe. We restrict access of this to a small number of trusted persons who need to access it to perform their duties.

General Data Protection Regulation (GDPR)

Barroway drove Village Hall Trustees 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 reviews of our policies and procedures to ensure compliance with GDPR.

Last review: February 2020