

Tatsfield Village Hall Data Protection Policy

Tatsfield Village Hall Management Committee needs to collect and to keep certain information about its trustees and users in order to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations.

In line with the principles of the General Data Protection Regulation (GDPR) 25 May 2018, personal data will be:

- Obtained fairly, lawfully and for a specific and lawful purpose.
- Adequate, relevant but not excessive.
- Accurate and kept up to date.
- Held no longer than necessary
- Processed in accordance with the rights of data subjects.
- Subject to appropriate security measures.
- Dealt with in line with the GDPR 2018.

Personal information collected will normally consist of names, addresses, telephone numbers and email addresses for:

- Trustees.
- The primary contact points for regular user groups, such as chair, treasurer or secretary.
- Occasional hirers and their nominated representatives.
- Contractors.
- Regular patrons.

Additionally, hirers will be required to provide bank account details if deposits are to be refunded by direct bank transfer.

Data collected will:

- Be processed for the purposes stated only.
- Be accurate and be kept up to date.
- Only be passed on to a third party with specific consent.
- Not be sold to companies or given to public organisations.
- Be erased as soon as out of date or when no longer necessary.

Email addresses stored for the purpose of informing the community about events taking place in the Halls will be used for that purpose only. In this context emails will be sent using blind carbon copy to list recipient addresses and an opt-out option will be offered.

Emails circulated to a restricted group such as the Management Committee may show recipient addresses with prior consent.

All organisations using Tatsfield Village Hall will be expected to follow the principles of this policy.