

Tatsfield Village Hall Privacy Statement

What personal data does Tatsfield Village Hall hold and who controls it?

Such information as is necessary for the hiring process: names, addresses, telephone numbers and email addresses are held by the Bookings Secretary and the Treasurer.

If the deposit is paid electronically, bank account numbers and sort codes are noted by the Treasurer for the purpose of refunding deposits.

Names and email address are held by the Secretary in order to notify local patrons of forthcoming events which may be of general interest.

How is the data stored?

All electronic data is held on password protected computers. All physical data is held securely in a non-public location and is accessible only by the Booking Secretary and the Treasurer.

How long is personal data retained?

Tatsfield Village Hall will keep documents for a minimum period of time to comply with certain legal requirements or recommendations.

Data	Retention Period
Receipts and invoices	Kept for 6 years from the end of the current financial year
Booking forms	Kept for 1 year
Management Committee and AGM Minutes (which include names of committee members but no other personal information)	Stored electronically and in hard copies for an indefinite period
Trustees' personal information	Names, addresses, email addresses and telephone numbers stored for 2 years from the date of termination of service
Patrons' email addresses	Stored electronically until removal is requested

Will data be shared?

Tatsfield Village Hall does not and will not share any personal data with any individual or organisation except as below.

What information does Tatsfield Village Hall website collect?

The website does not use cookies. The names and email addresses used to contact the Secretary via an enquiry form are normally forwarded to the organiser of the group to which the enquiry relates. They are retained as long as is relevant to the enquiry.

What are the rights of consent?

In the case of circular emails, recipients are reminded of their right to opt out at any time.

For hiring's, personal information is essential to the booking procedure. If consent to the processing and storing of data is withdrawn before the end of an event and the return of the deposit, it is likely that the hiring procedure may not be completed.