

# Privacy Notice for Hirers

## About Us

We, the Hall Committee, are constituted as the managing trust for Charsfield Village Hall, St Peter's Close Charsfield, Woodbridge Suffolk, IP13 7RG. In that capacity we are responsible for bookings and usage of the Hall. This is the Privacy Notice in relation to the personal data which we receive and handle in doing so.

We can be contacted either by post (c/o the Secretary at the above address) or by e-mail (see e-mail address at the end of this notice)

## Personal Information:

The type of information that we will collect on you, and you voluntarily provide to us either on our web site or by telephone is: -

Name/s  
Email address  
Contact address  
Mobile contact telephone numbers and/or telephone number

No other personal data will be collected

## Purpose and Legal basis for processing your Data

Charsfield Village Hall as the Data Controller, takes your privacy seriously and will only use your personal information for the following purpose: -

- To manage your hire before, during and afterwards.
- To obtain feedback about your hire
- To tell you about future changes
- To effectively and efficiently manage the hall

The lawful basis for processing is Contractual. I.e. as a response to you wishing to hire the hall

## The Principles

Your data will be processed in line with the principles and individual's rights of The General Data Protection Regulations. (GDPR)

1. Processed lawfully, fairly and in a transparent manner in relation to individuals; There is no automated processing of data.
2. Will only be collected for the specified purpose of managing the hall.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date; with every reasonable step taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
5. An archive of all hires is kept for a period no longer than necessary to manage to hall. (Approximately 2 years.) Records of hires without personal data are kept for historic reasons.

6. The Committee takes reasonable and proportionate precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access. Hirers should be advised that some information is normally transmitted by e-mail and if they would prefer to use the telephone/post they should ring the booking clerk on the number below.

#### The GDPR specifies the following Rights of the Individual

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights related to automated decision making

Please contact the committee (see details below) for any enquiries relating to those rights.

#### Disclosure

We do not share or disclose your information with any third parties

#### Retention

An archive of all hires is kept for a period no longer than necessary to manage to hall. (approximately 2 years.) Records of hires without personal data are kept for historic reasons.

#### Consent

We do not ask for consent as our legal basis is contractual.

#### Contact Information for all matters relating to GDPR

e-mail [Committee@charsfieldvillagehall.org.uk](mailto:Committee@charsfieldvillagehall.org.uk)

Tel

07935 445193