

## **Linton Village Hall Privacy Notice**

### **Introduction**

The General Data Protection Regulations (GDPR) came into effect in May 2018 to ensure that organisations protect your personal data better. Your privacy is important to Linton Village Hall trustees, and this statement is our commitment to letting you know how we use your personal information and make responsible use of your data. It should be read in conjunction with our current Data Protection Policy.

Linton Village Hall (LVH) is a not for profit organisation, registered with the Charity Commission. The personal information provided to the Village Hall Committee is collected, processed and held to ensure that the trustees can fulfil their responsibilities as required by the governing document of the Winston Village Hall Trust. As such it comes under the *legitimate interest* GDPR category and no personal information is shared with or disclosed to any third parties.

### **Information Security**

The trustees have a duty to ensure the security of personal data. We only keep data for the purpose for which it was collected, and we destroy or delete it when it is out of date or no longer needed.

### **Access to Information**

You have a right to ask LVH what information is held on you, and to check that it is accurate and up to date. Individuals have the right of access to their personal information that LVH holds on application to the committee secretary, who will respond as soon as possible and within one calendar month of your request. In addition, individuals can ask for personal data to be removed from LVH records at any time.

### **Types of information held:**

**Booking information** - Held by the booking secretary. Bookings are a mixture, some paper, some digitally. Details include name, address, e-mail address and phone no. Provided by hirer, and all legitimate interest information for securing booking and ensuring proper use of the hall, liability for damage and payment. Regular booking details retained whilst booking current and one-offs retained for one calendar year.

**Contact and payment details held by Treasurer** - Holds names, contact and bank details to pay invoices for services and supplies. Also holds contact details for hirers to enable the issue of invoices and receipts. All legitimate interest. Information is destroyed/deleted after 12 months inactivity – i.e. no transactions for at least 12 months.

Date Ratified: October 2024

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