

ELMSETT & ALDHAM VILLAGE HALL & RECREATION GROUND DATA PROTECTION POLICY

Initial Date Issued: 01/12/2018

The only access to any of the data is via authentication (Username and Password) and this is covered in more detail later.

All data protection issues are currently dealt with by the Chairperson (Bob Scott) who can be contacted at elmsettvillehall@gmail.com To meet with GDPR requirements, Bob Scott, Chair of the VHMC is the Data Controller.

All held data is treated as highly confidential and is never passed to anyone outside of those authorised to handle it.

Data is held on a UK based Server.

The data we retain falls into 3 categories:

The Booking Database/Diary Email

The data we have to obtain for people hiring the Village Hall

- The personal data required is the contact information necessary to complete the booking (name, address, telephone and email address);
- When anyone books the Hall, this information has to be provided by the Hirer (or someone acting on their behalf) in order to complete the booking. Therefore, processing of the personal data is necessary for the performance of the Contract Elmsett & Aldham Village Hall. We consider the lawful grounds for processing this data under the Data Protection Regulations to be that Elmsett & Aldham Village Hall is entering a Contract with the individual (in this case the Hirer).
- Other notes placed on the Booking may include price confirmation or specific instructions.

When a booking is made an entry will be made in the Booking Database/Diary. The details will be the text information entered as a necessary part of the booking, timing information (both the time being booked and the date and time the booking is made) reference to the Authorised User within the Regular User and Committee Database that made the booking.

Access to the Booking Database/Diary Email is restricted to:

- Authorised Members of the Management Committee who are permitted to book, amend or cancel for any Hirer;
- The Authorised Management Committee Members are able to view all of the data, whereas those representing specific Groups can only see their own data. See below for authentication details.

Data is retained for 24 months from the date of the actual hiring (not the date the booking was made). Once 24 months has been reached, the data is permanently discarded by the secretary.

Although we cannot erase the detail of the actual booking prior to the 24 month expiration, we can anonymise the booking detail if requested to do so.

When a booking is confirmed, an email confirmation which includes the personal data collected

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above is sent to the hirer (data subject).

The Bookings Email is a password protected Gmail Account and stored in an encrypted format. The location of this data rests with Google. The data on Bookings Email is stored on a UK based password protected and auto-locked PC. When a Booking Email is archived, the archive repository is further password protected using the Microsoft Outlook system. Any forwarding of emails from either Repository is in encrypted during transmission.

Village Hall Email List

This is a list of contact email addresses/telephone numbers of Committee Members, Regular Users and Contractors that has been accumulated over the years.

The data we hold in this category is the person's name email address/ postal address and telephone number.

We accept that with some e-mail addresses there could be sufficient information to identify a natural person.

Therefore, when the e-mail address is used for the purposes of forthcoming event notification, it is only used in the BCC line. Thereby ensuring that no other recipient is aware of any other e-mail addresses.

We treat the lawful processing of this personal data as being in our legitimate interest of advising committee members and regular users and contractors aware of any news of Elmsett and Aldham Village Hall.

We have emailed all on the list to confirm if they are happy to remain on the list and have given the option to opt in or be removed from the list.

Any future emails sent to all members on the list will have an 'opt in' or 'remove me' option. We believe that this meets the latest data protection regulation.

New e-mail addresses are only added if an individual makes a direct request by e-mail.

Unless requested to remove or erase an email address, it will remain on the list indefinitely. We remove any email addresses that bounce three times in succession.

However, any recipient can e-mail the Chair and request:

- Removal /Erasure
- Rectification
- Restriction of use
- or raise an objection to the data being held or processed.

Confirmation of erasure will be sent to the recipient requesting removal.

For any queries relating to data held or processed by the Village Hall, please contact the Chairperson.

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Review History

Review Date	Amendments Made	Approved by
01/12/2018	Original	Trustees
25/09/2024	None	Bob Scott
06/02/2025	None	Alan Tychowski
18/05/2026	None	Alan Tychowski