



EDENBRIDGE TOWN VILLAGE HALL CHARITY

Charity No. 1076281

Edenbridge Town Village Hall Charity

Privacy Policy

Introduction

The Trustees of Edenbridge Town Village Hall Charity take their responsibility to care for personal data seriously. We need to collect and use certain types of data in order to carry out our activities of managing Edenbridge Town Village Hall (also known as the WI Hall). This personal data must be collected and handled securely.

Following the introduction of the General Data Protection Regulation (GDPR) we have drawn up a formal Privacy Policy.

We will never hold personal data unnecessarily, nor will we sell or pass personal information to third parties.

We will not use photographs of attendees at hall events without permission.

Data held

Personal data is held relating to our customers (or hirers), employees, committee representatives of regular hirers, donors and trustees. It is held for: maintaining booking records and invoicing and communication regarding bookings, payroll purposes, committee meetings, processing donations and regulatory purposes such as Charity Commission requirements.

Personal data comprises: Name, Address, Phone number(s), Email address.

Third party supplier / contractor information is held securely so that payments can be made as necessary, as well as for communication and accounting purposes.

Collection of personal data

Booking data is gathered as a result of a hirer contacting us, by telephone, email or through the booking facility provided on our website. A reason for hire will be requested.

Our lawful basis for collecting this information is contract – we need the information in order to fulfil the request to hire the hall spaces.

Period of retention

Booking data will be held for 2 years, or when the owner requests deletion, whichever is sooner.

Accounting and other regulatory data will be held for 7 years.

Data deletion

An owner can request deletion, which will be carried out immediately and securely, unless the owner has outstanding bookings or unpaid invoices.

Data Storage

Booking data is held on password protected desktop computers. Any personal information held by Trustees must be password protected if electronic, or securely stored if paper records.

Officers of the charity must undertake to destroy or hand over all personal data acquired on



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behalf of the charity when their position as an officer ends.

Entries in the Accident Book are removed once completed and held securely by the Secretary.

Website

The Hall has a website www.edenbridgevillagehall.org. It is the responsibility of a potential hirer whether or not to complete the 'Contact Us' form on this site.

The Booking Form on the website is powered by Hallmaster who state: "We promise not to send you any junk email or share your details with any third parties.

By continuing you agree by our [End User License Agreement \(EULA\)](#) and [Privacy Policy](#). "

We may from time to time use analytics to analyse traffic to this website in order to understand our visitors' needs and to improve the site for them. We collect only anonymous, aggregate statistics.

WiFi

The Hall has a WiFi service. It is the responsibility of a potential hirer whether or not to use this.

We may collect and store personal data through your use of our WiFi service. We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights and solely for the purposes of offering the WiFi service.

Request for information

Any person wishing to find out more about how their personal data is used or to see a copy of the information held about them, should contact the Secretary.