**WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

**DATA PROTECTION**

**PRIVACY NOTICE**

(Data Protection Registration number ZA250314)

March 2024

**Introduction**

Willaston Memorial Hall is a registered charity managed by a Committee of Management comprising Trustees, the majority of whom are appointed by the prime users of the Hall. Under normal operational conditions the Committee meets every other month but special meetings can be called, preferably with seven days’ notice. The names of the current Trustees and the elected officers who manage the day to day affairs of the Hall can be found on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/))

**Purpose of the Policy/Privacy Notice**

This Privacy Notice has been drawn up in order ensure that the Trustees of the Hall comply with the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation 2021, concerning the collection and use of personal data.

**Privacy Notices**

As a ‘data controller’ the Trustees of the Hall must give to Trustees, volunteers, customers, key holders and suppliers certain information, commonly called a ‘privacy notice’, about the sort of data they hold, the purpose for which it is used and individuals’ rights in relation to their data. The Willaston Memorial Hall Privacy Notice is set out below.

**Why we obtain your information**

We collect your information:

* To enable Willaston Memorial Hall to communicate with its customers and enable access to the Hall for keyholders, we hold information about you, which has been provided by you on the Hall’s Booking Form/Hire Agreement.
* To enable Willaston Memorial Hall to ensure that there are contact details for Trustees and volunteers and to enable us to communicate with you and, in the case of Trustees, to pass these details to the Charity Commission, we hold details of Trustees and volunteers.
* In order to pay our suppliers and make refunds to certain customers, we hold bank account information on you to pay your invoices and refunds.

The information we hold includes your name, address, email address, telephone number and, in the case of suppliers and certain customers, your sort code and bank account number. In the case of Trustees and volunteers, we also hold details of your date of birth and any information provided on your Declaration of Interests form.

In addition, we use CCTV for crime prevention. CCTV is used for maintaining the security of the property and premises and for preventing and investigating crime; it may also be used to monitor contractors when carrying out work at the Hall. For these reasons the information processed may include visual images, personal appearance and behaviours. The information will cover contractors, users of the building, offenders and suspected offenders, members of the public and those inside the Hall, as well as those entering or in the immediate vicinity under surveillance.

**How we use your information**

Your information will be used to communicate with you about your bookings and to make refunds, where appropriate. In the case of suppliers, your information will be used to communicate with you and to pay your invoices.

In the case of Trustees and volunteers, your information will be used to communicate with you about meetings of the Committee of Management and other matters related to your role as a Trustee or volunteer. Your name and contact details will also be posted on the Hall’s noticeboard and website, although you may ask for your contact details not to be posted on the website. (It is a condition of the Hall’s Premises Licence that your name and contact details are posted on the Hall’s noticeboard.)

In respect of CCTV, where necessary or required, we will share this information with the data subjects themselves, their employers and agents, service providers, police forces, security organisations and authorised persons making enquiries.

**The basis on which we use your information**

Except in the case of CCTV images, the lawful basis for processing your data is the fact that you have given us your consent to do so.

In respect of CCTV information, we use the information to maintain the security of the property and premises and for preventing and investigating crime

**Sharing your Information**

We do not share your information with any other organisations or persons, other than as stated above concerning Trustees’ and volunteers’ information and CCTV.

**Security of your information**

The Trustees are committed to ensuring that your personal data is secure. The data may held on the Secretary’s laptop computer and in ‘Dropbox’ files, accessible to the Chair, Secretary, Treasurer and Bookings Secretary, which have appropriate security passwords and firewalls. The bank details are only kept on the Co-operative Bank’s online banking payment system. The Hall’s Secretary, Chair, Treasurer and Booking Secretary may also hold hard copies of the data, including a copy of the Trustees’ Register.

CCTV images are kept on the CCTV server and can only be accessed and viewed by certain named Trustees.

**How long do we keep your data?**

As a customer/hirer of the Hall, your data is retained for the period of 24 months and is then destroyed.

Data on Trustees and volunteers is kept for as long as you are a Trustee or volunteer.

Data on keyholders is kept for as long as you are a keyholder.

Data on suppliers is kept for as long as you remain a supplier to the Hall.

CCTV images are kept for 30 days.

**Your Rights**

By law you are entitled to know what personal information we hold about you, the purpose for which we hold it and the identity of any person to whom it has been disclosed. You can also ask us to correct any errors in your data and can ask for unnecessary or outdated data to be deleted. You can also withdraw your consent for the Hall to hold your data at any time, although this may interfere with your ability to hire the Hall or act as a Trustee or volunteer. You are entitled to receive a copy of your information and you can exercise these rights by contacting the Secretary, whose details are on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/)).

**The Information Commissioner**

The Information Commissioner (IC) is the UK’s independent authority set up to uphold information rights and data privacy for individuals. You have the right to lodge a complaint with the IC if you are dissatisfied with any aspect of the way we collect and use your personal information.

The Information Commissioner’s website can be found at [www.ico.org.uk](http://www.ico.org.uk/) and you can call their helpline on 0303 123 1113.

**Changes and Updates**

We will keep this Privacy Policy under review and may update it from time to time without prior notice. The most up to date version is available on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/)).

**I confirm that I have read the Privacy notice of Willaston Memorial Hall above and understand what data of mine is being held and processed and why it is being used by the Hall. I also understand my rights in connection with this data and I give the Hall consent to use my data as set out in this notice.**

**Name:**

**Signed:**

**Date:**