

Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the EU General Data Protection Regulation (GDPR).

Your data

We will process the following personal data:

- name
- contact details (address, email addresses and phone numbers)
- bank details
- characteristics information (such as gender and age)
- contract information (such as number of attendees, reason for hire, start date, finish date, agreed hire charge and deposits)

Purpose

The purpose for which we are processing your personal data is to manage your hire booking.

Legal basis for processing

The legal basis for processing your personal data is because it is necessary for the performance of a contract to which you are a party.

Recipients

We collect your personal information when you make direct enquiries with us and to hire the Village Hall.

We will make it clear when we collect personal information and will explain what we intend to do with it. We do not share your personal information with third parties unless we have your consent or to comply with a legal obligation.

When you contact the Village Hall we will obtain sufficient information to enable us to contact you. If you enter into an agreement to hire the Village Hall we will obtain sufficient information to enable us to identify you and your guests, to invoice you for the costs involved and to settle payments.

Retention

A key principle of GDPR is that data is retained for only as long as is reasonable, and is retained in accordance with the uses for which the data is collected.

You have the right to withdraw your consent for us to hold and process your personal data at any time by contacting the Garvald Village Hall Committee at:

<https://www.garvald.org.uk/contact-us/>

All processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a charitable organisation. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 5 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim.

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed, and no more than 8 years from the date your transaction was completed.

Review of the Privacy Policy

This privacy policy may be updated from time to time. If we decide to change our privacy policy, we will post those changes on the website <https://www.garvald.org.uk/> so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. We last updated this policy in May 2018.

Your rights

You have the right to:

- request information about how your personal data are processed, and to request a copy of that personal data
- request that any inaccuracies in your personal data are rectified without delay
- request that any incomplete personal data are completed, including by means of a supplementary statement
- request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
- object to the processing of your personal data where it is processed for direct marketing purposes
- request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: <https://ico.org.uk/> Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The Garvald Village Hall Committee is a data controller and data processor of the personal information that you provide us. This document is published on the website: <https://www.garvald.org.uk/>

If you would like to discuss anything in this privacy notice, please contact: The Chair of the Garvald Village Hall Committee via the [contact form](#) on the Garvald Website.

Useful Links

GDPR - Data protection from May 2018

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Garvald Village Website Privacy

<https://www.garvald.org.uk/about/>