

Ilington Village Hall Data Protection Policy

Everyone has rights with regard to how their personal information is handled. The introduction of the General Data Protection Regulations mean that we must be clear about how we collect, store and process personal information about individuals who hire the hall or meeting room. We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties.

The types of information we require to fulfil our obligations as a provider of village hall hire are all collected on the Hall or Meeting Room Booking Form. We need the information in order to fulfil the request to hire the hall. This information is then used to create a booking on Hallmaster (www.hallmaster.co.uk). This booking system is subject to a separate Privacy Policy compliant with GDPR, which can be seen at www.hallmaster.co.uk/Hallmaster-Privacy-Policy.pdf. Personal information held by Hallmaster is not visible to the public. We also maintain details of third party contractors who carry out maintenance and other work at the hall.

Information we require, and how we use this information:

Names, addresses, email addresses and telephone numbers:

So we can communicate with the hirer to ensure the booking process and the reason for hire (regular hire, party, meeting etc.) goes smoothly.

Bank details:

To make payments to third party contractors for services provided. Bank details of hirers are not recorded, only name and payment amount.

How long we keep this information:

We keep this personal information, as noted in the Ilington Village Hall Booking Form, securely for three months after all essentials of the hire are concluded and the payment made.

Third party contractor information is held securely for the length of such contracts so we can facilitate payment on completion of services and to communicate to arrange dates/times for services.

What we do when we no longer require personal information:

The Hall Booking Form, the only paper record holding personal data, is securely destroyed. Information held for third party service providers is destroyed when services are no longer required.

Rob Parkinson

Chair, Ilington Village Hall Management Committee

May 2018