

Harpham & Lowthorpe Village Hall

Privacy Policy

January 2021

Privacy Policy

Scope

This Privacy Policy applies to those who volunteer their Personal Information when dealing with us on Village Hall matters. It details when and why we collect your Personal Information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. It also sets out your rights regarding the Personal Information that you have provided to us.

It is our response to our legal obligation to protect Personal Information in accordance with the General Data Protection Regulation (GDPR) that entered into effect on 25th May 2018, and which is enforced in the UK by the Information Commissioner's Office.

About us

Harpham & Lowthorpe Village Hall is a Charitable Incorporated Organisation run by Trustee Volunteers who reside in the Harpham Parish located in the East Riding of Yorkshire. Our registered Charity Number is 11733734 and our postal address:

Station Road
Harpham
Driffield
East Riding of Yorkshire
YO25 4QZ

Our website address is: <https://www.harphamandlowthorpevillagehall.com>.

If you have any questions about this Privacy Policy, or your rights under it, then please contact us by post at the above address or by email via secretary@harphamandlowthorpevillagehall.com.

What is meant by Personal Information?

Personal Information means data from which an individual can be uniquely identified and includes such things as name, address, telephone number and email address.

What Personal Information do we collect and why?

We use Personal Information for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and for fundraising activities.

The lawful reason for processing data in this way is "contract" for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and staff employment.

The lawful reason for processing data for fundraising activities is "legitimate interest".

The lawful reason for processing data in relation to our newsletter mailing list is "consent".

We won't use your information for any other purposes unless we are required to do so by law.

Our commitment to you

Any Personal Information that we collect from you will be:

- a) Processed lawfully, fairly and in a transparent manner relating to an individual;

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- b) Collected only for specified, explicit and legitimate purposes;
- c) Relevant and limited to only that which is necessary to perform the specified purpose;
- d) Accurately maintained;
- e) Held no longer than is necessary to perform the specified purpose, or to comply with our legal obligations;
- f) Kept safe and secure.

How is your Personal Information stored?

Personal Information that is sent to any of the village hall email accounts is stored on a server located in a secure environment managed by our website hosting company. Access to the data on this server is restricted to our email account holders and is password controlled.

Whenever we receive Personal Information via our Bookings form it is encrypted and transmitted to the server in a secure way. You can verify this by looking for a lock icon in the URL address bar and for "https" at the beginning of the URL address of our web page.

Personal Information that is collected by means other than by direct email or our Bookings form is held and managed by our Secretary as follows:

- a) It is kept at the Secretary's home.
- b) If in digital form it is held on a password-protected PC.
- c) If in paper form it is held in a locked cabinet and shredded prior to disposal when no longer needed.

How long do we retain your Personal Information?

We will retain your Personal Information only for as long as there is an administrative requirement to do so. In practice this may range from a few weeks in the case of correspondence relating to a matter that is dealt with promptly, or up to 6 years for accounts purposes and for longer where required by the hall's insurers.

Who can view my Personal Information?

The village hall trustee volunteers may view your Personal Information and also the general public should you wish your contact details to be published on our website in connection with a particular event.

We may share your personal information with:

- our IT service and infrastructure providers that we use as part of our IT storage solutions
- any other third-party entities who perform functions on our behalf and who also provide services to us
- any other third parties as required by law or for the purposes of crime (including fraud), to prevent or investigate breaches of, or to enforce, our Terms, to respond to or

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investigate security vulnerabilities, or to respond to emergencies, and to protect the rights of third parties.

Any third parties with which we share your personal information have entered into a legally binding data sharing agreement with us and comply with similar and no less stringent undertakings of privacy and confidentiality to those set out in this Privacy Policy.

We will not pass your Personal Information to other organisations for marketing purposes.

What are my rights relating to my Personal Information?

Your rights with respect to your Personal Information are listed below. Please note, that we will require proof of your identity in two forms (e.g. scanned copies of your passport and driving licence) should you wish to exercise any of these rights. In all cases your point of contact will be our Secretary.

Right	What does this mean?
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Privacy Policy.
The right of access	You have the right to obtain access to your information (if we're processing it), and other certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
The right to rectification	You're entitled to have your information corrected if it's inaccurate
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
The right to restrict processing	You have rights to 'block' or suppress further use of your processing information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. E.g., if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

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Right	What does this mean?
The right to object	You have the right to object to certain types of processing, including processing for direct marketing.

We will usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing information for:

- baseless or excessive/repeated requests
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from the time we receive your request, but if the request would take longer than that to deal with, we will let you know.

Making a complaint

If you are unhappy with how we've handled your Personal Information, then contact us at secretary@harphamandlowthorpevillagehall.com.

If you're not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you may lodge a complaint to the UK data protection authority, the [Information Commissioner's Office \(ICO\)](#).

Privacy on our website

Comments/Posts

Our website does not support User Comments or Posts; and therefore no personal details are retained.

Cookies

Please refer to our standalone Cookie Policy.

Media

If you provide images for use on our website, you should avoid providing images with embedded meta data (e.g. EXIF GPS, or IPTC caption or keywords) which might provide personal information. Visitors to the website can download and extract any such data from images on the website.

Links to other websites

Other sites that are reached by exercising a link on our website are not covered by this Privacy Policy. You will, therefore, need to check that their corresponding privacy policy meets your needs before giving them any Personal Information.

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Changes to this Policy

We reserve the right to change this policy from time to time. This present version became effective on 28th January 2021.