

# Corfe Castle Village Hall CIO General Data Protection Policy

## 1. What this DGPR Policy covers:

This GDPR Policy covers the activities of Corfe Castle Village Hall Trustees (who will be referred to in this Policy as "we", "our" or "us"). We are committed to complying with the GDPR when it comes to how we collect, use and protect your personal data.

Our policy:

- Sets out the types of personal data that we collect.
- Explains how and why we use personal data.
- Explains when and why we may share personal data with other organisations.
- Explains the rights and choices individuals have when it comes to personal data.

## 2. What personal data do we collect:

Individuals booking the hall provide the following contact information:

- Name.
- Address.
- Contact phone and/or mobile number(s).
- E-mail address.

Booking forms in digital form or hard copy are retained by the Bookings Clerk and / or the Treasurer; those relating to occasional bookings are destroyed periodically.

We sometimes work with Artsreach to host events at which tickets are sold. The personal or contact information obtained during these transactions will be the minimum required to complete the sale of the tickets and seating arrangements and would include no more than the following:

- Name.
- Address.
- Contact phone and/or mobile number(s).
- E-mail address.
- Whether the age of anyone included in the booking is lower than 18, meaning they qualify for a concessionary ticket

Where pertinent to their seating needs, individuals might also chose to disclose a disability (e.g. poor eyesight or wheelchair use). All audience personal data is destroyed periodically.

Payment for bookings is sometimes made by BACS, and where payments include a deposit we will request provision of bank account details to enable repayment of the deposit amount.

Payment for bookings is sometimes made by cheque, in which case users are disclosing bank account details. Deposit cheques are destroyed periodically.

Trustees of CCVH CIO are required to provide the following personal information:

- Name.
- Address (including postcode).
- Contact phone and/or mobile number(s).
- E-mail address (where applicable).
- Age
- Date of becoming a trustee.

The website does not make use of cookies to collect information.

### **3. How and why we use personal data:**

We use an individual's personal data to ensure we can deliver our services as follows:

- Respond to any enquiry or request.
- Communicate regarding the supply and completion of Hire Agreements.
- Produce invoices and statements.
- Collect payments or make refunds.

We do not use personal information for direct advertising or marketing campaigns, with the exception of emails to personal friends when flagging up of forthcoming Artsreach events.

When we need to communicate with multiple customers regarding a common matter we will endeavour to communicate on a one-to-one basis to prevent the sharing of personal information. Should a situation arise where one-to-one communications is not practical then an email with a distribution list may be used however, everyone will be blind copied (bcc) to hide their personal information.

### **4. Sharing personal data with other organisations:**

We may share personal data with other organisations only in the following circumstances:

If the law or a public authority says we must share the personal data.

If we need to share personal data to establish, exercise or defend our legal rights.

If we ever wanted to photograph users within the hall we would gain their permission.

### **5. How we protect personal data:**

Electronic files containing personal data are stored securely on private networks and are not stored on or or shared across the Internet. We enforce physical access controls to our buildings and files to keep this data safe. We enforce procedural safeguards in connection with the collection, storage and disclosure of personal data.

## **6. Users' rights:**

Under the General Data Protection Regulation, individuals have the right to see the personal data.

This is called a Subject Access Request.

Individuals who would like a copy of the personal data we hold should write to

The Secretary, Trustees of Corfe Castle Village Hall CIO, 51 East Street, Corfe Castle, Dorset BH20 5EE.

## **7. Changes to this GDPR Policy:**

We reserve the right to make changes to this GDPR Policy from time to time. We will post changes on the Corfe Castle Village Hall CIO website  
[www.corfecastlehall.co.uk](http://www.corfecastlehall.co.uk)