
Malden Village Hall

Privacy Notice

Contents

1. Introduction	2
2. Who we are.....	3
3. Our customers	3
4. The information we process	3
5. How we obtain information.....	4
6. Your rights.....	4
7. Communications (General)	5
8. How long we keep your information	5

Document History

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1. INTRODUCTION

On May 25, 2018, a new European Union (EU) data protection law, the General Data Protection Regulation (GDPR), took effect. The GDPR gives individuals in the EU more control over how their data is used and places certain obligations on the organisations and businesses that process information about their customers, volunteers, trustees, suppliers and employees. The Maulden Village Hall committee have created this Privacy Notice and internal policies to reflect the new requirements of the GDPR. We've provided additional details about the information we collect and how we use that information. We've also explained the choices and the control our customers, volunteers, trustees, contractors, suppliers and employees have over their information.

It is necessary for the Nominated person/Role as Data Controller to hold personal data on individual customers, volunteers, contractors, suppliers and employees. The information held, dependent upon whether a customer, volunteer, contractor, supplier or employee, includes name, address, home and mobile phone numbers, email address, tax office name, National Insurance number, taxpayer's reference, employer's reference and quotes & contracts. Relevant data is only shared within the organisation, with the tax office (where relevant), with our volunteers and our employees (where necessary).

2. WHO WE ARE

- a) This privacy notice (the “Privacy Notice”) applies to all the employees, volunteers, contractors, suppliers and customers of the Maulden Village Hall Committee (hereinafter referred to as “the organisation”).
- b) Our nominated person, [Name], a member of the committee, is the Data Controller in respect of personal information that we process in connection with the services of the organisation.
- c) Our contact address is Address. Contact details: - Telephone Number/Mobile email address: - email address.
- d) We respect our customers, volunteers, trustees, contractors, suppliers and employees’ rights to privacy and to the protection of their personal information. The purpose of this Privacy Notice is to explain how we use this personal information in connection with the services provided by the organisation. “Personal information” means information about a Company, another Organisation or living individual who can be identified from that information (either by itself or when it is combined with other information). We may update our Privacy Notice from time to time. When we do we will communicate any changes to you and publish our updated Privacy Notice.

3. OUR CUSTOMERS

- a) Our Customers include businesses, other organisations (both charitable and profit making) and private individuals who wish to hire Maulden Village Hall, the Car Park, the Bar or the surrounding area for private and public functions.

4. THE INFORMATION WE PROCESS

- a) We collect and process various categories of personal information at the start of, and for the duration of any contract or any term of employment. We will limit the collection and processing of information to information necessary to achieve one or more legitimate purposes as identified in this document. Personal information includes the following.

1. Contractors, Suppliers and Customers: -

- Full Name
- Address
- Email Address
- Landline Telephone number (if available)
- Mobile Telephone number (if available)
- Bank details (where necessary)

1.1. Employees/Volunteers/Trustees: -

- Full Name
- Address
- Email Address
- Landline Telephone number (if available)
- Mobile Telephone number (if available)
- Bank details (where necessary)
- Tax office name (if applicable)
- National Insurance number (if applicable)
- Taxpayers reference (if applicable)
- Employers reference (if applicable)

1.2. CCTV: -

CCTV is installed internally and externally for your protection, security and to record any illegal activities that may, from time to time, occur either inside or around the perimeter of the hall.

CCTV is active 24 hours per day, 7 days a week (24/7).

Only in special circumstances can a request be made to switch off the CCTV (either specific cameras or all cameras) for example: - General Elections, Local Elections.

CCTV recordings are only kept for approximately 7 days before being overwritten, dependent upon the number of cameras in use at any given time.

Access to the CCTV for playback is limited to one person, Ron Chimes, who is a member of the Village Hall committee and was also responsible for installing the equipment. The recorder is kept under lock and key. The CCTV is accessed only when an incident has occurred, and proof is required to confirm whatever is alleged to have taken place. Sound is not recorded. Anyone who has a reasonable excuse for looking at the recordings can make the request through the Chairman who will pass the request on to Ron Chimes.

5. HOW WE OBTAIN INFORMATION

Your information is made up of all the personal information we have requested and hold about you. It includes all the information you give to us such as contact details, taxpayers reference, N.I. Number etc., dependent upon whether you are an employee, volunteer, supplier or customer (see list above).

6. YOUR RIGHTS

We want to make sure you are aware of your rights in relation to the personal information we process about you. We have described those rights and the circumstances in which they apply below. Should you wish to exercise any of these rights, if you have any queries about how we use your personal information that are not answered here, or if you wish to complain to our Data Controller, please contact us on Telephone number or Email address.

Access – You have a right to get access to the personal information we hold about you.

If you would like a copy of the personal information that we hold about you, please contact us on Telephone number or Email address.

Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information. If you believe that any of the information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and to rectify the inaccurate personal information.

Erasure – You have a right to request that we delete your personal information.

You may request that we delete your personal information if you believe that:

- we no longer need to process your information for the purposes for which it was provided
- we have requested your permission to process your personal information and you wish to withdraw your consent; or
- we are not using your information in a lawful manner.

Restriction – You have a right to request us to restrict the processing of your personal information. You may request us to restrict processing your personal information if you believe that:

- any of the information that we hold about you is inaccurate;
- we no longer need to process your information for the purposes for which it was provided, but you require the information to establish, exercise or defend legal claims; or
- we are not using your information in a lawful manner.

Portability – You have a right to data portability.

Where we have requested your permission to process your personal information or you have provided us with information for the use of our services or for providing a service or goods to us, you have a right to receive the personal information you provided to us in a portable format. You may also request us to provide it directly to a third party, if technically feasible. We are not responsible for any such third party's use of your account information, which will be governed by their agreement with you and any privacy statement they provide to you.

If you would like to request the personal information you provided to us in a portable format, please contact the Data Controller on Telephone number or Email address.

How we use and share your information with third parties.

- a) We will only use and share your information where it is necessary for us to lawfully carry out our business activities.
- b) Sharing with third parties

We will not share your information with anyone outside of the business except where we have your permission or;

- where required for the signing of a contract or agreement for the use of our services or providing a service or goods to us.
- where we are required by law and by the bank, broker, government agencies (HMRC), tax authorities
- with your bank(s) where required by law to help recover funds that have entered your account because of a misdirected payment **ion**

Objection – You have a right to object to the processing of your personal information.

You have a right to object to us processing your personal information (and to request us to restrict processing).

Marketing – You have a right to object to direct marketing.

We may from time to time advise you, by email, of an activity due to take place in the Village Hall, that we feel may be of interest to you. You have a right to object at any time to processing of your personal information for direct marketing purposes.

Withdraw consent – You have a right to withdraw your consent.

Where we rely on your permission to process your personal information, you have a right to withdraw your consent at any time. We will always make it clear when we need your permission to undertake specific processing activities.

Lodge complaints – You have a right to lodge a complaint to our Data Controller who will investigate the matter. We hope that we can address any concerns you may have, but you can always contact the Information Commissioner's Office (ICO).

(For more information, visit ico.org.uk)

7. COMMUNICATIONS (GENERAL)

We will contact you with information relevant to the operation and maintenance our agreement with you (including updated information about how we process your personal information), by a variety of means including email, text message, post and/or telephone.

If at any point in the future you change your contact details, you should tell us promptly.

8. HOW LONG WE KEEP YOUR INFORMATION

Your data will be removed from our records dependent upon whether you are a customer, volunteer, trustee, contractor, supplier or employee.

1. Contractors and Suppliers: -

at the expiry of any contractual obligations. Your data will then be stored on an archive database for 7 years for possible tax investigation purposes.

2. Customers: -

after 10 years from the date of our contract/agreement with you. (Records are kept for 10 years for insurance backed guarantee purposes).

3. Employees: -

at the end of the tax year following the year you leave the organisation. Your data will then be stored on an archive database for 7 years for possible tax investigation purposes.

4. Trustees and Volunteers: -

at the end of the tax year following the year you leave the organisation.