

Buckland Newton Village Hall (Charity No. 282290)

Privacy Policy

Who are We?

Buckland Newton Village Hall is a Charity (Charity No. 282290) administered by the Trustees of the Charity and the Buckland Newton Village Hall Committee ("We", "Us", "Our"), hereinafter in this document referred to as **BNVH**.

Buckland Newton Village Hall is committed to preserving the privacy of users of Buckland Newton Village Hall. This privacy policy explains how We use any personal information we collect about You ("You", "Your").

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What information do we collect about you and why?

Buckland Newton Village Hall Committee collects and uses personal data on the basis of Contract between Buckland Newton Village Hall (Charity No. 282290) and its Hirers in order to record and maintain details of hirings and to invoice hirers for the use of Buckland Newton Village Hall. Buckland Newton Village Hall Committee also collects and uses personal data on the basis that it is in Our Legitimate Interests to do so, in order to record information on Trustees, Committee Members, Volunteers and Suppliers of goods and services and to maintain financial accounting and VAT records. We will collect information about You when:

- You become a Trustee, Committee Member or Volunteer of BNVH, or
- You request information from us, or
- You enter into a contract to book or hire Buckland Newton Village Hall
- We may also collect information from You if You are a supplier of goods or services to BNVH

The type of information we may collect includes your name, postal address, job title, e-mail address(es), telephone number(s) and website address(es). We may also collect bank account information for payment purposes if You are a supplier of goods or services to BNVH or to process hire deposits.

How will we use the information about you?

We use information about You to record hire bookings, enquiries about hire bookings and to process payments and receipts. We may also, in the case of events at Buckland Newton Village Hall which are open to the public, place such information on the Buckland Newton Community Website www.bucklandnewton.com and in local Parish magazines including The Lydden Vale News.

We also may use Your personal data for record-keeping and financial accounting purposes.

We may share Your personal information with third parties, but only in the following circumstances:

- You ask Us to pass Your information or request to others
- You ask Us to publicise information such as forthcoming events, which includes Your personal details, in which case we may pass Your information to **Buckland Newton Community Website Committee** to be published on www.bucklandnewton.com or in local Parish magazines including **The Lydden Vale News**. Both these publications have their own Privacy Policies which You should refer to for further information.
- We may have to disclose Your information by law, e.g. because a court or the police or other law enforcement agency has asked us for it.

We will not otherwise share, sell or distribute Your personal information without Your consent.

Access to your information and correction

You have the right to request a copy of the information that We hold about you. If You would like a copy of some or all of Your personal information, please speak to a BNVH committee member or write to the Booking Secretary (phone number available on the Village Hall page of www.bucklandnewton.com). We may make a small charge for this service. We want to make sure that Your personal information is accurate and up to date. You may ask Us to correct or remove information You think is inaccurate.

Security and Data Retention

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required.

We take the protection of Your information seriously. We restrict access to personal information and only BNVH Committee Members or officers who need the information in order to do their jobs have access to it. We never transfer Your data outside the UK.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect Your personal data, We cannot guarantee the security of Your data transmitted to Us via the internet; any transmission is at Your own risk. Once We have received Your information, We employ security measures to protect Your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

Changes to our privacy policy

We keep Our privacy policy under regular review and We will place any updates on this web page. This privacy policy was last updated on 6th June 2018.

How to contact us

Please contact Us if You have any questions about Our privacy policy or information We hold about You by contacting the Booking Secretary (phone number available on the Village Hall page of www.bucklandnewton.com) who will pass you on to the appropriate Committee Member.