



## PRIVACY NOTICE

### Introduction

This Privacy Notice applies to Stainton Village Hall CIO, Charity Number 1169150, and to the Stainton Village Hall website [www.staintonvh.org.uk](http://www.staintonvh.org.uk). This Privacy Notice explains what personal information we collect and how we use it.

Your privacy is important to us. We are committed to safeguarding the privacy of your information. We will process any personal data we collect from you in accordance with the data protection legislation and the provisions of this Privacy Notice.

We collect information where there is a legitimate interest. When you contact Stainton Village Hall we will obtain information from you to enable us to contact you and/or provide services to you through hiring and using the hall or, if requested, to send you our newsletter and other communications regarding the use and events and activities carried on at the hall, or to enable you to provide services or supplies to the hall. This information will have been provided by you and therefore will have been provided with your consent.

We will not share your information with others except as described in this notice.

### Types of information

The personal information we may collect includes:

- personal identifiers such as your title, name and date of birth;
- contact details such as telephone numbers, postal address and email addresses;
- financial information, such as your bank details, in relation to hall bookings, gifts and invoicing;
- business and professional information relating to your use of the Hall and the services and activities you intend to offer (including, but not limited to, employee details, professional accreditations and qualifications, public liability and indemnity insurance, food safety registration and any other registrations required by law)
- gender, health issues and allergies, and the special needs of children under the age of 16 (for the purposes of safeguarding the emotional and physical wellbeing of that child and other children in respect of events and activities organised and run by us).

### Storing your data

We may hold your data for up to seven years for accounts purposes and longer where required by our insurers, but in doing so we will comply with data protection legislation.

### Sharing of data

We will not share your information with third parties, other than anyone acting on our behalf in relation to the use and management of the Hall, without your consent unless the law requires us to do so or there is a risk of harm to you or another in relation to a safeguarding situation.

## **Your rights**

Under data protection legislation, your rights include the right to:

- request access to information about you that we hold;
- correct or update your personal information held by us;
- have inaccurate personal data erased or destroyed;
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- claim compensation for damages caused by a breach of the Data Protection regulations.

To make a request for your personal information, to update your personal information, to request that we stop using your data, to request that we delete all personal data records that we hold relating for you, and for further information on how your information is used and how we maintain the security of your information please contact the Secretary at [enquiries@staintonvh.org.uk](mailto:enquiries@staintonvh.org.uk) . We will respond to requests within 30 days.

## **Contacts**

To exercise all relevant rights or to raise queries or concerns about the way we are collecting or using your personal data, please in the first instance contact the Secretary at [enquiries@staintonvh.org.uk](mailto:enquiries@staintonvh.org.uk) .You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **Review**

We will review this Privacy Notice annually and update it as necessary to reflect best practice in data management, security and control and to ensure compliance with the current legislation.

Stainton Village Hall Committee  
March 2020