



BEECH VILLAGE HALL
Privacy web statement

Summary of our policy

Beech Village Hall and Recreation Ground (BVH) holds some personal data in order to carry out its charitable objective, being “the provision of a village hall and recreation ground for the use of the inhabitants of Beech and the neighbourhood”.

BVH holds certain limited personal data about its Trustees and Volunteers, solely for this purpose.

Data is held by individuals who manage elements of the Hall’s activities, and will be held securely for this purpose only, and no other purpose.

Information about the Hall’s activities and upcoming events will be publicised on Nextdoor, Facebook, and the Village Website, promulgated by distributed fliers, and on notice-boards around the village.

Detail policy

Definitions

Charity	means Beech Village Hall and Recreation Ground a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person	means Kim Eakers
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.

What this Policy covers:

This Policy covers the activities of the Beech Village Hall Trustees and Committee members who will be referred to in this Policy as "BVH", "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. That's why we've developed this GDPR Policy which:

- 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 your personal data with other organisations.
- Explains the rights and choices you have when it comes to your personal data.

Register of systems

We use the following systems to carry out our charitable objective:

System	How managed
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BEECH VILLAGE HALL
Privacy web statement

BVH booking system	Data will be controlled by our service provider HallMaster: https://www.hallmaster.co.uk/docs/hallmaster-privacy-policy.pdf
Social event bookings	Data will be controlled by our service provider Eventbrite: https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB
100 Club	Member list stored on secured PC. List updated annually. Membership renewal requests users consent.
CCTV system	Video recordings will be stored in a secured server in a locked cupboard. Access limited to owner. Video will only be reviewed in the event of a security or safety incident.

What personal data do we collect:

When any request or enquiry is made to BVH we shall use the contact information provided to respond and will retain your contact information until the enquiry is fulfilled.

Where we use third party software to manage our hall booking process we will ensure the provider has appropriate data protection procedures.

When you enter into a hire agreement with BVH we shall collect the following information to ensure that the services can be provided:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

BVH may host fund raising 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 would include no more than the following:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

Membership of BVH 100 Club - BVH must keep a register of members, setting out for each current member:

- his/her full name and address
- the date on which he/she was registered as a member of the organization

The membership will be reviewed and updated annually.



BEECH VILLAGE HALL
Privacy web statement

BVH uses CCTV for the purpose of crime prevention and public safety. Video recordings will be stored in a secured server in a locked cupboard at the Hall. Access to the recordings will be controlled by BVH. Video will normally only be reviewed in the event of a security of safety situation requiring evidence.

When you visit the BVH Website no personal or contact information is collected unless you specifically submit a request or enquiry using the contact form. The use of the contact form will be treated as an enquiry as detailed above. The website does not make use of cookies to collect information regarding your activities or interests.

[How and why we use personal data:](#)

We use your personal data to ensure we can deliver our services to you 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.
- Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.
- Deliver or collect keys.

We do not use personal information for direct advertising or marketing campaigns. All our marketing and advertising is on our Website, our Facebook page or via signage around the village of Beech. 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.

[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 you explicitly request or permit us to communicate directly with a 3rd party in relationship to a service they are providing at the Village Hall premises.
- If a 3rd party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.



BEECH VILLAGE HALL
Privacy web statement

[How we protect personal data:](#)

Electronic files are stored securely on private networks and are not stored or shared across the Internet. We enforce physical access controls to our buildings and files to keep this data safe. We only authorise access to Board members or employees who need it to carry out their job responsibilities. We enforce procedural safeguards in connection with the collection, storage and disclosure of personal data. We may occasionally ask for proof of identity before we share your personal data with you. Whilst we take appropriate technical and organisational measures to safeguard your personal data, please note that we cannot guarantee the security of any personal data that you transfer over the internet to us.

[Your rights:](#)

Under the General Data Protection Regulation, you have the right to see the personal data we hold about you.

This is called a Subject Access Request.

If you would like a copy of the personal data we hold about you, please email:

Beechvillagehall@yahoo.co.uk

We want to make sure that the personal data we hold about you is accurate and up to date. If any of the details are incorrect, please let us know and we will amend them.

[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 BVH website.



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Privacy web statement