

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

Summary of our policy.....	1
Detail policy.....	1
Definitions	2
What this Policy covers:.....	2
Register of systems	2
What personal data do we collect:	3
How and why we use personal data:.....	4
Cookies	4
CCTV.....	4
Sharing personal data with other organisations:.....	5
How we protect personal data:	5
Your rights:.....	5
Changes to this GDPR Policy:.....	6



BEECH VILLAGE HALL
Privacy web statement

Definitions

Charity / (BVH)	means Beech Village Hall and Recreation Ground a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person (DPL)	means Data Protection Leader (DPL): 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:

1. Lists the systems we use that collect personal data
2. Sets out the types of personal data that we collect.
3. Explains how and why we use personal data.
4. Explains when and why we may share your personal data with other organisations.
5. 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 and data protection policy	Who controls access
Beech Village web site	Our website is developed using WordPress and hosted by a third party. Their data protection policy is document here: www.createdesignstudio.co.uk/privacy-policy/ Access to the data held in our website is controlled by user id and password.	BVH Communications leader
BVH booking system	Data is controlled by our service provider HallMaster:	BVH Bookings Manager



BEECH VILLAGE HALL
Privacy web statement

	www.hallmaster.co.uk/Docs/Hallmaster-Privacy-Policy.pdf	
Beech village event enrolments	Data is collected and held on our website. The Social committee members will download event enrolments as spreadsheets to their PC's to manage the event. The PC's will be password protected. The spreadsheets will be deleted 30 days after the event	BVH Social Committee
Social event chargeable tickets	Data is controlled by our service provider Eventbrite: www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB	BVH Social Committee
100 Club	Member list stored on secured PC. List updated annually. Membership renewal requests users consent.	BVH Social Committee
GiftAid	Virgin Money Giving uk.virginmoneygiving.com/giving/terms/privacy-policy.jsp	BVH Treasurer
CCTV system	Video recordings will be stored in a secured server in a locked cupboard. Data will be held for up to 30 days. Access limited to owner. Video will only be reviewed in the event of a security or safety incident.	BVH DPL

What personal data do we collect:

Personal data collected	System
<ul style="list-style-type: none"> • Title, first name and surname. • Address and Postcode. • Contact Number(s). • E-mail address. 	Enquiry form on our website
	BVH Booking System
	Beech Village Event enrolments
	100 Club
<ul style="list-style-type: none"> • CCTV images 	CCTV system
<ul style="list-style-type: none"> • Cookies 	Beech Village web site



BEECH VILLAGE HALL
Privacy web statement

How and why we use personal data:

We use your personal data to ensure we can deliver our services to you as follows:

1. Respond to any enquiry or request.
2. Communicate regarding the supply and completion of Hire Agreements.
3. Produce invoices and statements.
4. Collect payments or make refunds.
5. Manage enrolments to our village events
6. Manage the membership of our 100 Club
7. Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.
8. Deliver or collect keys.

We do not normally use personal information for direct advertising or marketing campaigns.

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.

Cookies

The Beech Village website uses Google Analytics which allow us to recognise and count the number of visitors and to see how they move around the site when they are using it. This helps us to improve the way our website works, for example by making sure users are finding what they need easily.

This information is held by Google on their servers, we can access that information and while it shows the activity on our website we cannot identify individuals.

CCTV

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.



BEECH VILLAGE HALL
Privacy web statement

Sharing personal data with other organisations:

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

1. For the purpose of delivering a service where we have engaged a third party organisation as per our list of systems.
2. If the law or a public authority says we must share the personal data.
3. If we need to share personal data to establish, exercise or defend our legal rights.
4. 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.
5. If a 3rd party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.

How we protect personal data:

1. Electronic files are stored securely on private networks and are not stored or shared across the Internet.
2. We enforce physical access controls to our buildings and files to keep this data safe.
3. We only authorize access to Committee members or employees who need it to carry out their job responsibilities.
4. We enforce procedural safeguards in connection with the collection, storage and disclosure of personal data.
5. 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:

Bookings@Beechvillage.org.uk



BEECH VILLAGE HALL
Privacy web statement

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.



BEECH VILLAGE HALL
Privacy web statement