

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”.

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

BVH holds certain limited personal data about its Volunteers, Event attendees, Hirers and Committee members, solely for this purpose. Such 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.

Our detail policy is provided in the link below which covers the data we hold, what we are using it for, and how long we keep it.

If you wish to understand what personal data we hold or have it deleted or amended please contact us by email: Bookings@Beechvillage.org.uk

We use Google Analytics to help us improve this website. To do this we use cookies and share this data with Google. This is why we ask for your ‘Consent’ when you access this website. This is a link to the [Google Privacy](#) policy.

The Summary and Public Statement of our policy are posted on our website at: <https://www.beechvillage.org.uk/general-data-protection-regulation-gdpr-statement/>

Detail policy

Beech Village Hall and Recreation Ground (BVH) is legally obliged to follow certain rules relating to any personal data that it stores or uses, whether in hard copy or on a computer, memory stick, disc or mobile phone. This policy sets out the guidelines that all committee members and volunteers must follow to comply with those legal rules.

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

Summary of our policy	1
Detail policy	2
Definitions	2
What this Policy covers:.....	3
Why we use personal data:.....	3
What personal data do we collect:.....	3
Cookies	4
CCTV	4
How we protect personal data:	4
Data accuracy.....	4
Data retention.....	4
Sharing personal data with other organisations:	5
Third party links.....	5
Your rights:.....	5
Changes to this GDPR Policy:	6

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 “the Charity”, "BVH", "we", "our" or "us"). The inhabitants of Beech and the neighbourhood will be referred to in the Policy as ‘the Villagers’.

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 details:

1. Why we use your personal data.
2. The types of personal data that we collect
3. Our approach to protecting your personal data
4. When and why we may share your personal data with other organisations.
5. The rights and choices you have when it comes to your personal data.

Why we use personal data:

We use your personal data to ensure we can deliver our services to you and so that villagers can engage with the local community as follows:

1. Respond to any enquiry or request.
2. Manage enrolments and ticketing for our village events
3. Manage the membership of our 100 Club
4. Manage Volunteers and Volunteering activities
5. Communicate and manage the supply and completion of Hire Agreements including access to the Hall to
 - a. Manage customers
 - b. Manage bookings
 - c. Produce invoices and statements.
 - d. Collect payments or make refunds.
 - e. Refund deposits
6. Support the residents of Beech and the neighbourhood, the “Villagers” in their use of the Charity:
 - a. Ensure the Villagers are aware of, and have access to, the services of the Charity
 - b. To enable Villagers to participate in the active management and direction of the Charity
 - c. To make Villagers aware that they can Volunteer to support the Charity
7. Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.

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

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 Volunteers
	Beech Village Event enrolments
	100 Club
<ul style="list-style-type: none"> • Bank sort code and account number 	BVH Booking System for return of deposits 100 Club for payment of prizes



BEECH VILLAGE HALL
Privacy web statement

<ul style="list-style-type: none"> • Interest area for Volunteering (eg Bar, Socials, Gardening, Newsletter distribution) 	Beech Village Volunteers
<ul style="list-style-type: none"> • Photo's and videos 	Beech Village web site & Flickr

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 do not have the ability to 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.

How we protect personal data:

1. We store personal data in electronic files and use passwords and back up procedures to protect against unauthorized access or loss.
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 volunteers 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 regularly review where, how and for how long we store Personal Data
6. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
7. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.
8. We may occasionally ask for proof of identity before we share your personal data with you.
9. When we need to communicate with multiple people regarding a common matter we will endeavour to communicate on a one-to-one basis or use blind copied (BCC) to hide their personal information.

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.

Data accuracy

It is important that the data that we hold about you is accurate and up to date. In the event that your data changes please notify us so that we can update our records.

Data retention

The length of time that we retain, and store data depends on the purpose for which it was collected. For our ongoing 100 Club membership and volunteering programme we hold the data for the duration of membership and review annually.



BEECH VILLAGE HALL

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We hold the list of enrollments and/or tickets for our events for as long as is necessary to manage the event and the appropriate follow up.

We hold data relating to our hiring contracts and accounting for up to 7 years.

We keep some types of cookies up to 26 months (see use of cookies section).

We ask for consent to use photographs and keep them until consent is withdrawn.

We keep CCTV images for up to 30 days.

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
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.

Third party links

You might find links to third party websites on our website. If you click a link to a third-party website and visit that site, you may be allowing that site to collect and share certain data about you. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Your rights:

If you are residing in the EU, or are an EU citizen, the GDPR gives you a range of rights in relation to the personal data that we collect from. You have the right to:

- 1. Access your personal data.**
 - This right is commonly known as the 'data subject access request' and enables you to receive a copy of the personal data we hold about you. You will not need to pay a fee to access your personal data unless we can justifiably demonstrate that the request is repetitive or excessive. We will respond to all legitimate data access requests within one month, but we may need to obtain further information from you in order to confirm your identity and the legitimacy of the request.
- 2. Request update of the personal data.**
 - This enables you to have any incomplete or inaccurate data corrected.
- 3. Erasure of your personal data.**
 - This enables you to ask us to delete personal data where there is no justifiable reason for us continuing to retain and process it. We may not always be able to delete the data such as if there is an ongoing contractual relationship between us or if we are legally required to retain the data.
- 4. Object to processing of your personal data** where we are relying on consent or our legitimate interests as the justification for processing the data.
- 5. Restrict the processing of your personal data.**
 - This enables you to ask us to change the processing of your personal data. For example, you may wish to vary the basis on which we contact you.
- 6. Withdraw consent.**
 - Where we are relying on consent to process your personal data, you may withdraw that consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.



BEECH VILLAGE HALL
Privacy web statement

You can exercise these rights at any time by email:

Bookings@Beechvillage.org.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 Beech Village website: <https://www.beechvillage.org.uk/general-data-protection-regulation-gdpr-statement/>