

Burton Memorial Hall

Public Privacy Statement

Introduction

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers, known as hirers; as well as about our trustees, employees, and volunteers.

The Trustees and Management Committee of Burton Memorial Hall take very seriously their responsibility to care for personal data under the UK General Data Protection Regulation (UK GDPR).

We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties. The types of information we require from hirers to fulfil our obligations as a provider of village hall hire are collected in the various types of hire documentation relevant to different types of hire.

Lawful Basis for Collection

Our lawful basis for collecting this information is contract and legal requirement, we need the information in order to fulfil the request to hire the hall. We also need it to meet our legal obligations under public health and health & safety law. We collect this information from the hirer as a result of the hirer completing a hire agreement and associated documents.

What Data We Collect

The personal data information we require is usually limited to: Names, addresses, email addresses, telephone numbers and bank details. In addition we hold HMRC, National Insurance and other personal data associated with the employment of staff.

How the Data Will Be Used

Names, addresses, email addresses and telephone numbers:

To communicate with the hirer to ensure the booking process and the hire goes smoothly.
No additional copies of any contact details are made.

Bank details:

To facilitate the return of any deposit provided.
To make payments to third party contractors for supplies or services provided.

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To make payments of salaries or honoraria to staff and volunteers.
No additional copies of any bank details are made.

Duration of Retention

How long will we keep this information:

We keep this personal information (Burton Memorial Hall hire documentation) securely for two years after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeit.

When completed hire documentation is sent to the Secretary/Manager of Burton Memorial Hall at the address(es) published on our website, the form will be retained for 2 years. If the forms are received by email they may be printed and the email and the printed copy securely deleted after 2 years.

Third party contractor information is held securely for the length of such contracts so we can facilitate payment on completion of supplies or services and to communicate to arrange dates / times for the provision or delivery of supplies or services.

Destruction of Data

The Burton Memorial Hall hire documentation will be securely destroyed and deleted once it is no longer required, or at expiration of the maximum retention period. Information held for third party service providers or suppliers will be destroyed and deleted when their services or supplies are no longer required.

Any individual can email the Chair of the Management Committee via the contact details on our website or communicate by post c/o Burton Memorial Hall and request:

- Removal / Erasure of any personal data relating to them that is held by Burton Memorial Hall;
 - Rectification of any inaccuracies or errors of fact in any personal data relating to them that is held by Burton Memorial Hall;
 - Restriction of Use of any data relating to them for specified purposes;
- or raise an objection to the data being held or processed. Where any such objection is received it will be considered carefully in accordance with the guidance published by the Information Commissioners Office.

Confirmation of rectification or erasure will be sent to the individual requesting correction or removal as soon as is reasonably practicable.

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Contact Options

For any queries relating to data held or processed by Burton Memorial Hall, please contact us via the form available on our website. <https://bmh.burtonweb.org.uk>

Alternatively you may make contact by post to
Burton Memorial Hall, Main Street, Burton, Carnforth. LA6 1NA

You can also contact the Supervisory Authority – The Information Commissioner’s Office. Their address is: Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF
Tel: 01625 545745

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