



Privacy Policy

Data Protection and Privacy statement

Allendale Village Hall and Recreation Ground regard your privacy as important and we comply with the current law. The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (“DPA 2018”) (together “data protection laws”) apply to any personal data that we process. We will only use any personal information you send us for the purposes for which you provide it, or where required by law. We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you. All trustees or volunteers who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data and to abide by our Data Protection Policy which is available on our website.

Topics covered in this Privacy Notice

Who we are and who is responsible for data privacy

Our purpose in holding your personal data

The categories of data that we hold

Our lawful basis for processing that data

Your rights in respect of the data we hold

How long we hold your data for

The consequences should you choose to withhold data or ask us to remove it from our records

Whether we use automated decision making

Use of CCTV camera

Who we are and who is responsible for data privacy

The Village Hall was set up to provide facilities for recreation and other leisure-time activities for Allendale and the surrounding area. Our trustees and our website support that continuing work. We are the ‘data controller’ of personal data and we take that responsibility very seriously.

Our office address is:

Allendale Village Hall
Leadgate
Allendale
Hexham NE47 9PR

Our trustee **John Dobson** is responsible for Data Privacy within the Village Hall. He can be contacted via email to john@johndobson.info. If the matter is urgent please provide a telephone number and he will telephone you if possible.

Our purpose in holding your personal data

We hold personal data on our hirers for the purpose of establishing a contract and any issues arising from its management. We do not provide your data to anyone else except on specific request from the hirer for the purposes of publicity and promotion.

We hold personal data on subscribers to our email marketing service for the purpose of sending emails about activities that may be of interest to those subscribers. We use an email marketing service (Mailchimp) to store contact data for subscribers, and that data is processed by our trustees.

The categories of data that we hold on hirers

We hold your name and contact details, including your telephone number and email address where you provide these. We also record your payment history including how you paid your hiring fee so that we can reconcile our accounts. We may ask for limited other information to enable us to determine the general demographic of our hirers with the purpose of increasing our visibility. Such information is held on secure servers and access is limited to our bookings clerk and treasurer and to our trustees and members of the Committee. Everyone is required to abide by our Data Protection Policy.

The categories of data that we hold on email subscribers

We hold your email address, and your name where you provide this. We record the date on which you signed up for the email service, and the date you which you unsubscribe from the service. We may ask for limited other information to enable us to determine the general demographic of our hirers with the purpose of increasing our visibility. Such information is held on secure servers and access is limited to our trustees and members of the Committee. Everyone is required to abide by our Data Protection Policy.

Our lawful basis for processing the data we hold on hirers

Our lawful basis for processing the personal data of our hirers is the contract that exists between Allendale Village Hall and the hirer.

Our lawful basis for processing the data we hold on email subscribers

Our lawful basis for processing the personal data of our email subscribers is the consent given by the subscriber's action in subscribing to the email marketing service.

Your rights in respect of the data we hold

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions

attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at

<https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Who we are" section above.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

How long we hold data of hirers for

We only hold your personal data for the duration of your contract plus a period of eighteen months, for auditing purposes. After that period your personal data will be securely deleted.

How long we hold data of email subscribers for

We hold your personal data until you ask us to delete it when you unsubscribe from the email marketing service.

The consequences should you choose to withhold data or ask us to remove it from our records

If you do not agree to our processing of your personal data, we may not be able to offer some or any services to you as a potential hirer.

Whether we use automated decision making

We do not use any automated decision-making tools in any of our processing.



ALLENDALE VILLAGE HALL & RECREATION GROUND

Use of CCTV camera

In addition, CCTV is used to monitor use of the recreation ground and the external environment of the hall. No public land is covered by the camera. The CCTV has been installed at the request of the police and is used solely for the purpose of crime and damage prevention and investigation and the lawful basis for its use is the public task obligation to comply with their request.

Recordings are held for two weeks and are only viewed after evidence of a suspected crime or damage to the site is discovered. The images will only be handed over to the police or other official bodies (such as insurance companies) at their request. People who have been recorded may request to view their images on our premises.

Privacy Notice to be used with our existing Booking Applications;

Allendale Village Hall will use the information you provide us with when you apply for a booking to supply you with the Conditions of Hire, our Safeguarding Policy, and to contact you in regard to anything else subsequently arising (eg. queries, breach, recourse). This will include any specific requests for layout and services required. We will use it to maintain our usage records. We will not share your information with anyone else, other than in response to a specific request from you for the purposes of publicity and promotion.

Policy revised **October 2019** and ratified by **AVH&RG Committee October 2019**.

Catherine Stirling Hill (Current Chair AVH&RG)