



*Claygate
Village Hall Association*

Registered Charity No., 305007

CVHA PRIVACY NOTICE

(to meet the GENERAL DATA PROTECTION REGULATION 2018)

INTRODUCTION. The Claygate Village Hall Association (CVHA, referred to as 'we') takes your privacy seriously and will only use your personal information to administer your account and provide the service you have requested from us on the booking form. We only collect basic personal data about you which does not include any sensitive information. This includes name, address, email and phone number.

WHY WE NEED YOUR DATA. Members of the CVHA Management Committee need to know your basic personal data in order to provide you with on-going organisational updates on any rate changes or availability of your booking in line with the booking contract. We will not collect any personal data from you which we do not need in order to provide and oversee this service to you.

WHAT WE DO WITH YOUR DATA. For most regular hirers this is held on the Hallmaster database, for other hirers on the CVHA laptop. Hallmaster is a widely-used hall booking system with its own Privacy Policy/Notice at <https://www.hallmaster.co.uk/Docs/Hallmaster-Privacy-Policy.pdf>. All the personal data we use is processed by our 2 officers, the Lettings Manager for booking and the Treasurer for payment. Our Chair has access to Hallmaster for use in an emergency. We will only add your contact details to our website with your specific consent in order to advertise your business.

HOW LONG WE KEEP YOUR DATA. In accordance with our Records Management Policy, we will keep your basic personal data (name, address, contact details) a minimum of 6 years after which time it will be destroyed. Should you choose to become a customer of Hallmaster we will only be able to remove data about your bookings with us, and not those related to your account. Your contact details will only be displayed on our website for as long as you are a regular hirer.

WHAT ARE YOUR RIGHTS? If at any point you believe the information we keep is incorrect, you can submit a Subject Access Request as described in our Data Protection Policy. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. The email address is enquiries@claygatevillagehall.co.uk