**WITCOMBE & BENTHAM**

**VILLAGE HALL**

**Pillcroft Road, Witcombe, Glos., GL3 4TH**

www.witcombevillagehall.co.uk

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**Registered Charity No: 1154722**

**GDPR (General Data Protection Regulations)**

The Witcombe and Bentham Village Hall uses personal data for the lawful basis of managing the hall, its bookings, finances, running and marketing events at the hall, volunteers and fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer if required by the hall’s insurers and providers of grants.

The Witcombe & Bentham Village Hall Committee are the ‘Data Controllers’.

Data is collected on website ‘Booking Enquiry Form’ and ‘The Witcombe & Bentham Village Hall Booking Form’ (incorporating our Terms and Conditions of Hire) as part of our process of administrating the hire of the hall. By using our website, you consent to the collection and use of the information by The Witcombe & Bentham Village Hall.

**What information do we require, and why?**

* Who is the ‘Responsible Hirer’? For insurance and Health & Safety responsibility.
* Email address, contact address and telephone numbers for the Responsible Hirer, so we can communicate with the hirer.
* Bank details, to enable us to refund deposits.

**How long do we keep this data?**

We hold the Booking Form on file (electronic and paper copies) for up to 3 months after the date of the event to facilitate deposit refunds and ensure there are no disputes post the hire of the hall, after which the Booking Form is destroyed.

**Visitors to the website**

When someone visits The Witcombe & Bentham Village Hall website http://www.witcombevillagehall.co.uk, we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to various parts of the site. We collect this information in a way that does not identify users personally.

**Links to other sites**

We are not responsible for the content or reliability of the linked web sites and do not necessarily endorse the views expressed within them. We cannot guarantee external links will work at all times and we have no control over their availability. You should read the privacy statements for all websites you visit.

**Village Hall Email List**

This is a list of email addresses that has been accumulated over a number of years. All of the names initially requested to be on the Email distribution list.

We guarantee to remove any person from the Email distribution list that makes a request to be removed. The data we hold in this category is only an email address and where we have it a persons’ name. We accept that with some email addresses there could be sufficient information to identify a natural person. Therefore when the email address is used for the purposes of forthcoming event notification, it is only used in the ‘bcc’ line, thereby ensuring that no other recipient is aware of any other email addresses. We treat the lawful processing of this personal data as being in our legitimate interest of advising the data subject about forthcoming Village events.

In early 2018 we requested all those on the list to confirm they were happy to remain ‘Opted In’. New email addresses are only added if an individual makes a direct request by email to be included. Unless requested to remove or erase an email address, it will remain on the list indefinitely. We remove any email address that bounces.

Correcting data Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.

We do not share your personal information with third parties unless we have your consent to do so or have a legal obligation to comply with.

For any queries relating to data held, or processed by the Village Hall, please contact the Chair via [witcombevillagehall@gmail.com](mailto:witcombevillagehall@gmail.com), or by post to The Chairman, Witcombe & Bentham Village Hall, c/o Primrose Cottage, Green Lane, Little Witcombe, GL3 4TX.