

Downe Village Hall - Data Privacy Policy

1. Introduction

The Downe Village Hall Trustees (see www.downe-kent.org.uk for details) need to collect and use certain types of personal information about users of Downe Village Hall for the purposes of the operation of the hall booking process. Personal information collected will be processed and stored in accordance with prevailing Data Protection legislation.

2. Data collected

The data stored and controlled by the Downe Village Hall booking process comprises contact details (name, address, e-mail address, bank account name, sort code, account number and occasionally other information) for those who wish to book the hall. The data is captured via e-mail, via a paper diary or on the "Hallmaster" booking system.

The "lawful basis" for collecting this personal data is "consent". Informed consent is when an individual clearly understands why their information is needed, who it will be shared with, and then gives their consent.

The Downe Village Hall Trustees will ensure that the individual clearly understands that their information is held in order to receive booking requests, make bookings and receive invoiced charges for the use of the hall, and grants explicit consent for data to be processed.

3. Disclosure

The Downe Village Hall Trustees will not share data with any other organisation.

4. Handling of data

The Downe Village Hall Trustees regard the lawful treatment of personal information as very important to maintain the confidence of those with whom it deals. The Downe Village Hall Trustees will adhere to the Principles of Data Protection, in accordance with prevailing Data Protection legislation.

The Downe Village Hall Trustees will ensure that:

- It has a person with specific responsibility for ensuring compliance with Data Protection - a named Trustee (Data Controller)
- The Trustees collecting or processing personal information understand that they are responsible for following good data protection practice
- Trustees processing personal information is appropriately trained to do so
- Anybody wanting to know what data is held for them can make a request and the Data Controller will provide such within one month
- Personal data is managed and accurate (see para 6)
- Collect and process personal data only for the purposes of operating the Downe Village Hall booking process
- Hall hirers are informed that processing is being undertaken
- Hall hirers have access to their personal information (see para 6)
- Personal information is held securely (see para 5)

