

# Downe Village Hall - Data Privacy Policy

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## 1. Introduction

The Downe Village Hall Trustees (see [www.downe-kent.org.uk](http://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 and a paper diary.

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 is Kwan Phung)
- 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)

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## 5. Data Security

Information and records relating to Hall hirers will be stored securely and will only be accessible to the Downe Village Hall Trustees. Personal data is held in two ways:

- In paper form - the "red book" manual diary records bookings for a period of time. This is stored securely at the booking manager's house. Paper copies of invoices (containing name & address) are stored securely at the Trustees Chairman's house.
- In electronic form - Downe Village Hall uses e-mail for hall bookings/invoicing. Bookings are either requested by potential hirers on-line (via a form on the the Downe village website), by e-mail or by a telephone call. E-mails containing personal data are securely protected by userid and password security. The hall uses "Paxton" accounting software, and this system is fully GDPR compliant, and Gift Aid forms are held on the Treasurer's PC securely protected by a password.

Information will be stored for as long as the subscriber wishes to continue to be a hirer of the village hall, and will be deleted when the hirer requests so.

In the event of a breach of data protection, this will be reported to any individuals affected and to the Information Commissioner's Office within 72 hours of the Downe Village Hall Trustees becoming aware of the breach.

## 6. Data access and accuracy

All individuals have the right to access the information the Downe Village Hall booking system Trustees holds about them. The Downe Village Hall Trustees will take reasonable steps ensure that information is kept up to date by asking subscribers from time to time whether there have been any changes and removing known inactive accounts.

## 7. Conclusion

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to prevailing Data Protection legislation.

In case of any queries or questions in relation to this policy please contact any of the Downe Village Hall Trustees.

Signed Frances Grant (Chair) 17/6/25 (Date)

Signed [Signature] (Secretary) 17-6-25 (Date)