

Wortham Village Hall Privacy Notice

This Privacy Notice explains how we use any personal data that we hold about you.

Who are we?

This document has been produced by Wortham Village Hall Management Committee, which is the data controller for your data. Wortham Village Hall is a registered charity established to run the Hall and maintain the building.

What information do we hold about you?

We hold five types of personal data:

- Details collected on the Hire Agreement Form about individuals who book the Hall
- Contact details of individuals who are taking part in the 'Wortham Open Gardens' event
- Contact details and employment related details of individuals currently or recently employed by the Committee (generally cleaners of the Hall)
- Contact details and in some cases financial details of individuals working for organisations or businesses with whom we have dealings for the purposes of managing the Hall
- Contact details of current members of the Management Committee

Why do we hold your data?

We hold your data in order to enable us to manage and maintain the Hall and to run the Open Gardens Event which raises money for the Hall. We have a responsibility to comply with the data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your data from loss, misuse, unauthorised access and disclosure

We will not share your personal information with any person who is not involved in managing the Hall or running the Open Gardens Event.

How long will we keep your data?

We will delete your contact details when we no longer need the information or when your involvement with the Hall ceases. However, we may keep some financial data for an extended period of time: it is currently best practice to keep financial records for a minimum period of 8 years and payroll data for 3 years.

Your rights in connection with your data

You have the right to access the data we hold on you; to correct and update the data; to have your data erased; to object to our processing of your data or to restrict it to certain purposes.

Contacting us

If you have any questions about this Privacy Notice, or the personal data we hold about you, or if you wish to exercise your rights as listed above please contact: Mike Cornish, Secretary to Wortham Management Committee, email: family.cornish@gmail.com