

Cecil Memorial Hall Cranborne 2024

Registered Charity Number 1211517

(Cranborne Village Hall)

GDPR (Data Privacy) Policy

1. Personal Data

Personal data relates to an individual and identifies that person. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

2. Cranborne Village Hall (CVH)

CVH complies with its obligations under the GDPR ensuring that personal data is stored securely and is up to date (see item 6 below).

CVH will store hard copies securely and lists on computers will be password protected.

Personal data collected by CVH comprises the name, postal address, telephone number and, where applicable, the email address of hall users and subscribers to the mailing list.

3. What personal data is used for

CVH uses personal data for the following purposes

- To administer its booking records.
- To contact subscribers to the email list.

4. Confidentiality

Personal data will be treated in the strictest confidence by CVH officers and will not be disclosed to any third party.

5. How long is personal data retained for

CVH retains personal data for an individual as long as they are hall users or CVH is advised, in writing, that their data is to be deleted from our records.

CVH will ask annually, using a consent form, to ensure that regular users are happy for their data to be held.

6. Users' rights and breach of data

Hirers and subscribers have the following rights in regard to personal data held by CVH

- To request a copy of the personal data held in their name.
- To request CVH to correct personal data if it changes.
- To revoke consent for personal data to be used as described in Item 3 above and request that personal data be deleted from CVH records.
- To contact the INFORMATION COMMISSIONER'S OFFICE (ICO) on 0303 123 1113 with regard to any alleged misuse of their personal data by CVH.

The secretary of CVH must be contacted, in writing, in connection with any of the above matters.

By law CVH must notify the ICO within 72 hours of receiving notification of any breach of data.