

# MAYFORD VILLAGE HALL

SAUNDERS LANE, MAYFORD, WOKING, SURREY

Registered Charity No. 305075

[www.mayfordvillagehall.org.uk](http://www.mayfordvillagehall.org.uk)

## MAYFORD VILLAGE HALL TRUSTEES GDPR POLICY STATEMENT

### 1 Nature of work – Club/Society

A management group of Trustees to operate the Mayford Village Hall. This document is owned by the Chairman of the Trustees.

The hall is located at Saunders Lane, Mayford, Woking, Surrey, GU22 0NN and is managed by a trustee team comprising chairman, treasurer, secretary, other nominated trustee members and associate members who have an associate interest in the matters of the Hall.

The hall functions as a registered charity, no. 305075.

The overall purpose is to provide a meeting venue for local organisations, clubs, societies and individual groups within the local community.

### 2 Reasons & purposes for processing information

We process personal information to enable us to administer our client hall hirers' records and activities including fundraising; maintain our own accounts and records; support and manage our staff and volunteers.

### 3 Type & classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details, including name, title, address, telephone, email and other electronic contact and payment information
- Company details of contractors and suppliers.

#### 3.1 Who the information is processed about

We process personal information about our staff and volunteers, contractors, clients hiring the hall, supporters and sponsors.

#### 3.2 Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations.

Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA).

The four main areas of communication we deal with are:

1. The trustees themselves, who consent to the above information being kept about them.  
These are 'consenting' parties.
2. Our clients who hire the hall, both hirers for current and future bookings and previous hirers who may re-book the facilities in the future.  
This is 'consent' as set out in the booking conditions and 'implied consent' for contacting hirers and past hirers about future bookings and events.
3. Our suppliers and contractors who help us maintain the building and services.  
These are 'contracting' parties.
4. Our sponsors and grantors and mandatory parties who we routinely contact to finance or otherwise contribute to our functions or that we have to report to, such as HMRC and the Charity Commissioners.  
These are 'legitimate interest' parties.

Where necessary or required, we share information with family, associates and representatives of the person whose personal data we are processing.

### **3.3 Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

## **4 OTHER RESPONSIBILITIES**

### **4.1 Opting out of communications**

A process is in place so that individuals can be removed from any mailing list immediately if they request to do so. This is the responsibility of the Letting Officer, an employee who maintains a manual list.

A backup is stored on a computer by the Secretary of the names and telephone numbers of the Trustees and regular users of the MVH which is amended as necessary; general correspondence from the Secretary is also on the computer.

### **4.2 The right to be forgotten**

On request, information will be deleted by the relevant trustee/s. This will be completed within the specified timescales.

This is subject to legal requirements for retention such as for finance and tax record purposes. The backup files will likewise be amended or updated.

Anything relating to financial or contractual matters will be kept for 7 years, or as long as a contract is active. This legal basis would take precedence over the request of the individual.

### **4.3 Subject access requests**

Individuals will be able to ask what personal data is being held relating to them and for what purpose. In the event that this is requested then the request will be responded to within one month.

### **4.4 Access to Data**

Access to the booking, finance, contractor and supplier information is restricted to the main Trustees (not associates).

END. Appendices follow.

## APPENDIX 1: GDPR – Data Audit Process

This process applies to all forms of data kept the Trustees to regulate and manage the use of the hall.

1.	What data do we collect?	<ul style="list-style-type: none"> <li>• Name</li> <li>• Postal address</li> <li>• E mail address</li> <li>• Telephone number</li> </ul>
2.	Where do we store the data?	On a personal computer and filing cabinet at the time of making the booking.
3.	Who will have access to the data and for what purpose ?	<ul style="list-style-type: none"> <li>• Treasurer – to maintain financial records and charity commissioners</li> <li>• Letting Officer – to maintain client booking lists and schedules</li> <li>• Secretary – to maintain backup files</li> </ul>
4.	How do we protect and document the data we have?	<ul style="list-style-type: none"> <li>• Password protected computer</li> <li>• Locked filing cabinet</li> <li>• Any printed records which are removed from the filing cabinet or transported not left unsupervised</li> </ul>
5.	How long do we plan to keep the data for and what is our justification ?	<ul style="list-style-type: none"> <li>• Client booking records up until 2 years after the booking period is over.</li> <li>• Any financial records are kept for 7 years.</li> </ul>
6.	Do we have a function/ reason for every piece of data we collect?	<ul style="list-style-type: none"> <li>• Postal address – for mailing the invoice</li> <li>• e-mail address – for liaison over the booking or making future bookings</li> <li>• Telephone number – for emergencies</li> </ul>
7.	What is the process if someone asks to be removed from our records?	<ul style="list-style-type: none"> <li>• The individual will be removed from all mailing lists and correspondence, by the Letting Officer.</li> </ul>

END of document.