**Willaston Memorial Hall**

**Data Protection Registration Number ZA250314.**

**Privacy Notice**

Data Protection law is changing. The General Data Protection Regulation (GDPR) will come into force from 25 May 2018 and will have immediate effect in the EU, including the UK. This will replace the current Data Protection Act 1998.

Privacy Notices

As a ‘data controller’ the Trustees of the Willaston Memorial Hall must give to Trustees, customers, key holders and suppliers certain information, commonly called a ‘privacy notice’ about the sort of data they hold, the purpose for which it is used and individual’s rights in relation to their data. The Willaston Memorial Hall’s Privacy notice is set out below.

Where we obtain your information

To enable the Hall to communicate with its customers and enable access to the Hall for keyholders we hold information about you, which has been provided by you on the Hall Booking Form.

To enable the Hall to ensure that there are contact details for Trustees and to enable us to communicate and pass these details to the Charity’s commission we hold details of Trustees.

In order to pay our suppliers and refunds to certain customers we hold bank account information on you to pay your invoices and refunds.

The Information we hold includes your name, address, email address, telephone number and in the case of suppliers and certain customers your sort code and bank account number.

In addition, we use CCTV for crime prevention. CCTV is used for maintaining the security of the property and premises and for preventing and investigating crime; it may also be used to monitor contractors when carrying our work at the Hall. For these reasons the information processed may include visual images, personal appearance and behaviours. The information will cover contractors, users of the building, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity under surveillance.

How we use your information

Your Information will be used to communicate with you in regard to your bookings and in the case of our suppliers to pay your invoices and refunds to certain customers.

In respect of CCTV where necessary or required we will share this information with the data subjects themselves, their employees and agents, service providers, police forces, security organisations and persons making an enquiry.

Why we use your information

The lawful basis for processing your data is the fact that you have given us your consent to do so.

In respect of CCTV information we use the information to maintain the security of the property and premises and for preventing and investigating crime

Sharing your Information

We do not share your information with any other organisation or persons other than as stated above re CCTV where necessary or required.

Security of your information

The Trustees are committed to ensuring that your personal data is secure. The data is held on the Secretary’s and Treasurers’ laptop computers that have appropriate security passwords and Firewalls. The bank details are only kept on the Co-operative Bank’s on line banking payment system. The Hall’s Secretary, Treasurer and Booking Secretary also hold hard copies of the data.

CCTV images are kept on the CCTV server and can only be accessed and viewed by certain named Trustees

How long do we keep your data?

Your data is retained for the period of 24 months and then is destroyed.

Data on Trustees is kept for as long as you are a Trustee.

Data on Keyholders is kept for as long as you are a Keyholder.

Data on suppliers is kept for as long as you remain a supplier to the Hall.

CCTV images are kept for 30 days.

Your Rights

By law you are entitled to know what personal information we hold about you, the purpose for which we hold it and the identity of any person to whom it has been disclosed. You can also ask us to correct any errors in your data and can ask for unnecessary or outdated data to be deleted. You can also withdraw your consent for the Hall to hold your data at any time. You are entitled to receive a copy of your information and you can exercise these rights by contacting the Secretary.

The Information Commissioner

The Information Commissioner (IC) is the UK’s independent authority set up to uphold information rights and data privacy for individuals. You have the right to lodge a complaint with the IC if you are dissatisfied with any aspect of the way we collect and use your personal information.

The Information Commissioner’s website can be found at [www.ico.org.uk](http://www.ico.org.uk) and you can call their helpline on 0303 123 1113.

Changes and Updates

We will keep this Privacy policy under review and may update it from time to time without prior notice. Any revised policy will appear on the Hall’s website

(www.willastonmemorialhall.co.uk). You can see the latest notice by the date of the document.

Last updated: May 2018

**I confirm that I have read the Privacy notice of Willaston Memorial Hall above and understand what data of mine is being held and processed and why it is being used by the Hall. I also understand my rights in connection with this data and I give the Hall consent to use my data as set out in this notice.**

**Name:**

**Signed:**

**Date:**