



## Privacy Notice for Lingwood Village Hall

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### **What personal data does Lingwood Village Hall collect?**

The data we routinely collect includes hirers' names, addresses, email addresses. We collect this data directly from our hirers when make a booking for room hire.

### **What is this personal data used for?**

We use hirers' data for the administration of your booking; the communication of information, and the organisation of events.

### **Who is your data shared with?**

Lingwood Village Hall does not share any personal data to any third party.

### **Where does this data come from?**

Data for most of our members comes from them when they complete our booking form.

### **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents, stored securely at Lingwood Village Hall. We use an email platform for marketing purposes and any information that is stored remotely is stored in compliance with the GDPR.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The person who is responsible for ensuring Lingwood Village Hall discharges its obligations under the GDPR is the Hall Manager.

### **Who has access to your data?**

Members of the committee and staff of Lingwood Village Hall have access to members' data in order for them to carry out their legitimate tasks for the organisation.

Sub-contractors of Lingwood Village Hall may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

### **What is the legal basis for collecting this data?**

Lingwood Village Hall collects personal data that is necessary for the purposes of its *legitimate interests* as a provider of room hire.

### **How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact Lingwood Village Hall Manager. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is

manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does Lingwood Village Hall collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data.

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

- You may choose not to receive information emails from Lingwood Village Hall (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your club membership by contacting Lingwood Village Hall Manager.

### **How long we keep your data for, and why?**

Booking records are held for one year after which time they are destroyed.

We will delete any past booking record, within one year, entirely on request.

### **What happens if a member dies?**

Booking records are held for one year and destroyed or if requested by their next-of-kin to delete it we will do so immediately.