

EPKVH (East Preston and Kingston Village Hall) Privacy and Data Protection Policy

Issued in compliance with the General Data Protection Regulation (GDPR) (EU) 2016/679, implemented 25 May 2018

1 What personal information will we hold?

Personal information about you that we will hold are the details that you will have provided on your booking form(s), i.e. your name, address, telephone number and e-mail address (if you have one).

2 What is the lawful basis for the processing of your personal information?

We will process your personal information as necessary, to offer and conclude our services for hire of rooms and resources at EPKVH.

3 How will your information be used?

We will use your personal information only for booking, and invoice and payment processing.

4 The period for which we will keep your information

We will keep your personal information for as long as it is necessary to manage and administer your bookings with us, and for 1 year after your last booking with us, in case of need to get in contact.

5 Who will we share your information with?

We will never share your personal details with any other organisations or individuals, unless your prior permission has been given, or unless we are required to do so by law.

6 How will we store and protect your personal information?

The hirer, booking, invoicing, treasury and administration information is held on separate and password-protected computers, dedicated to this purpose alone, and backed up automatically to an encrypted cloud service.

7 Your choices and rights

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.

You may challenge the accuracy of the data that we hold about you, verbally or in writing, by contacting the EPKVH Foundation committee.

You may choose to ask us to remove your personal information from our databases, once relevant invoices have been paid and received by us; be aware that this may be impractical in instances where regular bookings are ongoing.

8 Who we are

We are the East Preston and Kingston Village Hall Foundation; a registered charity (No. 293292), based at 52 Sea Road, East Preston, BN16 1LP. Website www.epkvh.co.uk

For the purposes of the GDPR, the Foundation is the Data Controller, and there is a Data Protection Contact on the Foundation committee.

END