

# **Barns Green Village Hall – Management Committee**

## Data privacy policy

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This document covers Barns Green Village Hall management committee data protection policy. We view personal data security as very important. We do not automatically obtain data from anyone accessing our web-site but our website does use cookies.

The PHP scripting language which drives our website maintains a session ID cookie in order that it knows which user it is dealing with. Without the cookie, the functionality of the site is impaired. Notably, members will not be able to login.

By using and browsing the BGVH website, you consent to cookies being used in accordance with this policy. If you do not consent, simply disable cookies on your browser or refrain from using the site.

The Village Hall web-site is primarily a source of download information for Hall Users (containing Rules, Health & Safety Policies, Fire Safety information, etc.). It also provides authenticated users with access to our Village Hall maintenance systems.

The site can be used by anyone to view the availability of the Hall, but the only information shown depicts the date and the Hall's availability, there is no other detail displayed.

The only access to any of the data is via authentication (Username and Password) and this is covered in more detail later.

All held data is treated as highly confidential and is never passed to anyone outside of those authorised to handle it.

When anyone books the Hall, this information has to be provided by the Hirer (or someone acting on their behalf) in order to complete the booking. Therefore processing of the personal data is necessary for the performance of the Contract to Hire Barns Green Village Hall. We consider the lawful grounds for processing this data under the Data Protection Regulations to be that Barns Green Village Hall is entering a Contract with the individual (in this case the Hirer).

Other notes placed on the Booking may include price confirmation or specific instructions.

Data is retained for 24 months from the date of the actual hiring (not the date the booking was made). Once 24 months has been reached, the data is discarded.

When a booking is confirmed, an email confirmation is sent from the booking secretary which includes the personal data collected. Email retention is for five years beyond the date of the booking. The email mailbox is password protected.

All data protection issues are currently dealt with by the secretary who can be contacted at [secretary@barnsgreenvillagehall.co.uk](mailto:secretary@barnsgreenvillagehall.co.uk). To meet with GDPR requirements, our secretary is the Data Controller.

You can complain directly to the Supervisory Authority – The Information Commissioners Office. Their address is Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF; Tel: 03031231113 (local rate) or 01625 545745 (national number).

Barns Green Village Hall Committee – Barns Green Trust

10<sup>th</sup> May 2018