



## Rotherwick Village Hall Charity Privacy Policy

### Privacy Policy

#### 1. Who we are

Rotherwick Village Hall Charity Hall is a registered charitable trust, registered with the Charity Commission under Charity Number 258630, and is run by Trustee Volunteers and part-time paid employees, who are based in Rotherwick, Hampshire.

The Village Hall can be found at:

The Street,  
Rotherwick,  
Hook,  
Hampshire,  
RG27 9BL

The Rotherwick Village Hall website address is: [www.rvh.org.uk](http://www.rvh.org.uk)

New legislation under the General Data Protection Regulations, ("GDPR"), sets out requirements on us in relation to your personal data, as well as providing you with rights in relation to your personal data.

This Privacy Policy, as required under GDPR, sets out how and why we, Rotherwick Village Hall Charity, collect, store, process and share your personal data. We shall always be open and transparent with you about what we do with your personal data.

This Policy also informs you about your rights are in relation to the personal data you give to us.

If you have any questions about this Privacy Policy or your rights under it, please contact us by post at the above address or by email on [secretary@rvh.org.uk](mailto:secretary@rvh.org.uk)

#### 2. What personal data we collect and why we collect it

Rotherwick Village Hall uses personal data (which includes but is not limited to, name, address, telephone contact number, email address) for the purposes of managing Rotherwick Village Hall, its suppliers, its bookings and finances, running and marketing events at Rotherwick Village Hall, staff employment and its fundraising activities.

The lawful reason for processing data in this way is "contract" for the purposes of managing the hall, its suppliers, its bookings and finances, running and marketing events at the hall and staff employment.

The lawful reason for processing data for fundraising activities is "legitimate interest".

We won't use your information for any other purposes unless we are required to do so by law.

We do not obtain, use, store or share personal data, that would be Sensitive Personal Data as defined by GDPR.

#### 3. Privacy on our booking system

Personal data retained on our booking system, is used to manage bookings made by Hirers of Rotherwick Village Hall. Data held on the booking system may only be accessed, via a secure login, by the Booking Secretary, certain Trustees of the Charity and an external IT consultant, who maintains the booking system and website of Rotherwick Village Hall.

#### 4. Privacy on our website

The Rotherwick Village Hall website includes details of hall availability to aid Hirers plan for future bookings. Where bookings have been confirmed, they will appear on the website but will be described in such a manner that no personal data of the Hirer will be exhibited.

#### 5. Comments

Our website does not support user comments, (e.g. a blog), that can be made directly by Hirers or the general public.

The website does have a news page, but news items can only be posted via the Booking Secretary, with the explicit consent of the person requesting the news item to be posted. Other personal data will only be posted to the news page where consent has been obtained.

**6. Cookies**

No cookies are set for website users, and if any are implemented they will only be used for tracking usage of the website and no personal information will be used. Cookies are only used to track administrators – when they are logged in, and any specific settings they use.

**7. Media**

If you provide images for use on the website, you should avoid providing images with embedded meta data (e.g. EXIF GPS, or IPTC caption or keywords) which might provide personal information. Visitors to the website can download and extract any such data from images on the website.

**8. Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

**9. Who we share your data with**

We may share your personal information, where this required for Rotherwick Village Hall Charity to perform its activities, with:

- i. our IT service and infrastructure providers that we use as part of our IT storage solutions
- ii. any other third-party entities who perform functions on our behalf and who also provide services to us
- iii. any other third parties as required by law, such as HMRC or for the purposes of crime (including fraud), to prevent or investigate breaches of, or to enforce, our Terms, to respond to or investigate security vulnerabilities, or to respond to emergencies, and to protect the rights of third parties.

Any third parties with which we share your personal information have entered into a legally binding data sharing agreement with us and comply with similar and no less stringent undertakings of privacy and confidentiality to those set out in this Privacy Policy.

**10. How long we retain your data**

Data collected for the purposes of managing the hall, its suppliers, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities, may be retained for up to 7 years for accounts purposes and for longer where required by Rotherwick Village Hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact secretary@rvh.org.uk

**11. What rights you have over your data**

<b>Rights</b>	<b>What does this mean?</b>
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we’re providing you with the information in this Privacy Policy.
The right of access	You have the right to obtain access to your information (if we’re processing it), and other certain other information (similar to that provided in this Privacy Policy). This is so you’re aware and can check that we’re using your information in accordance with data protection law.
The right to rectification	You’re entitled to have your information corrected if it’s inaccurate or incomplete.

<b>Rights</b>	<b>What does this mean?</b>
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
The right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. E.g., if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
The right to object	You have the right to object to certain types of processing, including processing for direct marketing.

You should make any requests in respect of your personal data in writing to the Booking Secretary. We are required to respond to such requests within one month of receipt, although this can be extended in some circumstances, and will usually provide the information free of charge. We may, however, charge a reasonable fee to cover our administrative costs where providing information for:

- i. baseless or excessive/repeated requests
- ii. further copies of the same information.

In some circumstances, we may be entitled to refuse to act on the request.

## **12. Making a complaint**

If you are unhappy with how we've handled your information, or you would like to exercise your rights, contact us at [chairman@rvh.org.uk](mailto:chairman@rvh.org.uk)

If you're not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the UK data protection authority, the Information Commissioner's Office (ICO). (See: <https://ico.org.uk/make-a-complaint/>)

## **13. How will you know if we amend this Privacy Policy?**

We may need to make changes to this Privacy Policy at any time. If we make any material change to how we collect, use or share your personal information, we will update this Privacy Policy and inform you of these changes by posting prominent notices of the key changes on our website.

**These Terms and Conditions are effective on and after 01/04/2019.**

**Approved by the Trustees of the Rotherwick Village Hall Charity, (Registered Charity Number: 258630) on 01/04/2019**

*End of document.*