



BOROUGH GREEN VILLAGE HALL- PRIVACY AND DATA PROTECTION

INTRODUCTION

Borough Green Village Hall (BGVH) Management Committee holds personal information in order to carry out its charitable objective, being “the provision of a village hall for the use of the inhabitants of Borough Green and the neighbourhood”, and for no other purpose.

BGVH holds certain limited personal information about Village Residents, Event Attendees, Hall Hirers, Trustees, Volunteers and Contractors. This information is held securely and shared with individuals who need it to manage the Hall’s activities.

Where BGVH Contacts and User details are provided by consent the BGVH Committee may send occasional emails concerning bookings or information about future events. BGVH will continue to promote the Hall’s activities and upcoming events in Borough Green News, on Facebook, and the Village Website, and by distributing fliers, and posting on notice-boards around the village.

The Borough Green village website may use Google Analytics to help us improve it by recording pages visited and site movement. This means that BGVH would use cookies and share this data with Google. If cookies are in use BGVH ask for your ‘Consent’ when you access the website. Analytics if used are stored on Google secured servers.

BGVH use CCTV for the purpose of crime prevention and public safety.

The BGVH Management Committee provide Wi-Fi access to the Internet for Hall Users and Visitors to the premises. This service is provided free to Hall Users and Visitors. Users of BGVH Wi-Fi should be aware their usage over the Wi-Fi may be monitored and accessible to others including the provider.

WHAT THIS POLICY COVERS

This Document sets out how the Borough Green Village Hall Charity collects, uses and protects personal information and how BGVH comply with the UK GDPR. This Policy covers the activities of the Borough Green Village Hall Charity and its Trustees and Committee members.

WHAT PERSONAL INFORMATION DO BGVH COLLECT

- Personal details of members, villagers, event attendees, hall hirers, contractors and volunteers (name, address, telephone number and email address)
- Bank sort code and account number when required to collect or refund deposits from hirers
- Photographs of users taken for promotional purposes (e.g. social media, website, Voice magazine)
- CCTV video recordings

HOW AND WHY BGVH USE PERSONAL INFORMATION:

Hall Hirers: Under the lawful basis of Contractual Obligation within GDPR, BGVH collect and use your personal information so that BGVH can:

1. Respond to any enquiry or request.
2. Communicate regarding the supply and completion of Hire Agreements.
3. Produce invoices and statements.



4. Collect payments or make refunds.
5. Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.
6. Deliver or collect keys.

Committee Members: Under the lawful basis of Legitimate Interest within GDPR, BGVH collect and use your personal information so that BGVH can communicate and who have a right to attend and vote at meetings.

Contractors: Under the lawful basis of Contractual Obligation within GDPR, BGVH collect and use your personal information so that BGVH can agree your scope of work, ensure tasks are completed and make payments to you

Volunteers: Under the lawful basis of Consent within GDPR, BGVH collect and use your personal information to manage the village activities that you are helping us to deliver

The General Public:

1. BGVH may use photographs taken at public events for promotional purposes.
2. BGVH will only publish photographs taken at private events with consent and permission.
3. BGVH use CCTV for the purpose of crime prevention and public safety. Video is normally reviewed only in the event of a security or safety situation where evidence is needed.

When BGVH need to communicate with multiple individuals regarding a common matter, BGVH will endeavour to communicate on a one-to-one basis to prevent the sharing of personal information. Where one-to-one communications is not practical, BGVH may use an email distribution list, using blind copied (BCC) or similar to restrict access to personal information.

HOW BGVH SHARE PERSONAL INFORMATION WITH OTHER ORGANISATIONS:

BGVH may share personal information with other organisations only in the following circumstances:

1. For the purpose of delivering a service where BGVH have engaged a third-party organisation.
2. If the law or a public authority says BGVH must share the personal information.
3. If BGVH need to share personal information to establish, exercise or defend our legal rights.
4. If you explicitly request or permit us to communicate directly with a third party in relationship to a service they are providing.
5. If a third party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.

HOW BGVH PROTECT PERSONAL INFORMATION:

1. Electronic files are stored securely with cloud-based service providers and on privately owned devices with strong password protection. BGVH maintain a register of the systems that BGVH use.
2. Video recordings where used are stored in a secure server. Access to the recordings is controlled by BGVH.
3. BGVH enforce physical access controls to our buildings and files to keep data safe.
4. BGVH only authorise access to individuals who need the information to carry out their duties.
5. BGVH enforce procedural safeguards in connection with the collection, storage and disclosure of personal data.



6. BGVH may occasionally ask for proof of identity before BGVH share your personal data with you.

Whilst BGVH take appropriate technical and organisational measures to safeguard your personal data, please note that BGVH cannot guarantee the security of any personal data that you transfer to us over the Internet.

HOW LONG BGVH RETAIN PERSONAL INFORMATION FOR:

- **Hall Hirers:** 2 years following the date of hire
- **Committee Members:** Until 30 days after you cease to be a Member by virtue of having left the village or by informing us that you wish to stop membership.
- **Trustees:** Up to 7 years after ceasing to be a Trustee or greater if legislation require.
- **Contractors:** 2 years following your resignation or last activity as a Contractor.
- **Volunteers:** Until 30 days after you inform us that you wish to stop volunteering.
- CCTV data is wiped after 30 days or as long as is necessary if evidence is required following an incident Data relating to incidents is retained for as long as the Committee deems it appropriate.

YOUR RIGHTS AS A DATA SUBJECT

Under the General Data Protection Regulation (GDPR UK), you have the right to see the personal information BGVH hold about you. This is called a Subject Access Request. You also have the right to demand that BGVH correct or erase your personal information, to restrict how BGVH process it, and to object to our processing it.

If you would like a copy of the personal data BGVH hold about you, or if you wish to withdraw your consent, complain or object, please email our Chairman at: bookings@boroughgreenvillagehall.co.uk

BGVH want to make sure that the personal data BGVH hold about you is accurate and up to date. If any of the details are incorrect, please let us know and BGVH will amend them.

CHANGES TO THIS POLICY

BGVH reserve the right to make changes to this Data Protection Policy from time to time. BGVH will post changes on the Borough Green village website: www.boroughgreenvillagehall.co.uk.