

General Data Protection Regulation (GDPR) Policy

1. We are committed to protecting the rights and privacy of individuals. It is the responsibility of all Trustees and volunteers to respect these rights and to comply with the GDPR legislation.
2. Personal data is collected in order to manage the Hall – bookings, accounts (including gift aid) and marketing. This data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. Any such information must be collected, stored and handled securely.
3. Data will never be shared or sold to a third party or held for longer than is necessary.
4. The Charities Commission, HMRC and/or our insurers require us to hold certain records indefinitely. Other data that we no longer need will either be shredded or burned, never recycled.
5. Accident forms should always be removed from the accident book and placed in the Health & Safety file. No personal details should be shown in the accident book or on the stub for each form.
6. Anyone has the right to find out whether the information we hold on them is correct, or to stop marketing information being sent to them. Any such request must be dealt with within 30 days. If the person making the request is unknown to us we must first confirm their identity i.e. passport or driving licence and confirmation of address (recent utility bill, bank or credit card statement).
7. Anyone no longer wishing to be on our circulation list – whether as a Friend, or for details of forthcoming events – shall be removed immediately on request.
8. A privacy notice should be displayed on the Hall noticeboard and on any communications to Hall users whether by email or letter.

Privacy notice

We only hold data for the purposes of running the Hall – making bookings, making you aware of forthcoming events at the Hall, running the accounts etc. We will never share your data with a third party, and will safely dispose of it when we no longer need it. Some data, such as financial information, has to be held for seven years, and our insurers may require us to hold some data for longer but all such data will be held securely. You can request to see the data we hold on you at any time by contacting our Secretary – Rosemary Rymer – email rosemary@stbr.co.uk.