



Southrepps Village Hall Management Committee (SVHMC) understands that when you visit our website, make contact with us or use our services, you expect your data to be used in a responsible and lawful manner.

Please read this policy to ensure you understand the information within it. Your acceptance of the policy is assumed by your continued use of our website and continued contact with SVHMC. If you do not agree with any of the details within this policy, you should stop using our site or stop communication immediately.

## **Our Information**

Our website is available via [www.southrepps.info](http://www.southrepps.info) this site is owned by Southrepps Parish Council. We also have a facebook page [@southreppsvillagehall](https://www.facebook.com/southreppsvillagehall).

Our email address is [southreppsvillagehall@gmail.com](mailto:southreppsvillagehall@gmail.com)

## **Policy Coverage**

Southrepps.info acts as a hub to our community and as such there are organisations also represented on this website that are separate from SVHMC. This policy only covers your use of our site and your interaction with our organisation. We cannot guarantee how your data will be collected, stored or retained by other organisations or external websites linked to our website. We advise you make enquiries with individual websites to ascertain their individual data protection policies.

## **Personal Data**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

## **General Data Protection Regulation**

Under the GDPR you have rights that which we will always aim to uphold:

1. The right to be informed about our collection and use of your personal data.
2. The right to access the personal data we hold about you.
3. The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
4. The right to be forgotten, i.e. the right to ask us to delete your personal data that we have.
5. The right to restrict (i.e. prevent) the processing of your personal data.
6. The right to object to us using your personal data for a particular purpose or purposes.
7. The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
8. Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For further information or complaints the Information Commissioners Office should be contacted.

### **Collected Data**

We will not collect any of your data without your permission. If you visit our site and complete our online enquiry form or send us an email, we may retain your name, address and contact details along with any further information you share with us. We may obtain the same details if you contact us via phone or in person at your discretion. This is collected in order to follow up and complete booking enquiries and for guarantee purposes.

### **How Data is Used**

Under the GDPR, we must always have a lawful reason for using personal data. This may be to establish a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for any of the following purposes:

- Providing and managing your access to the hall;
- Personalising and tailoring your experience at the hall;
- Supplying our services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email or post that you have opted-in to (you may unsubscribe or opt-out at any time by contacting us using the details above).

With your permission we may email you with details of upcoming events at the hall. We may also ask for feedback following your use of the hall or direct you to our social media accounts.

We will never share your details with any other organisations or third parties, unless we are required to do so legally such as to comply with a court order or following instructions from a government authority.

### **Data Storage**

We only retain your personal data within the United Kingdom and as such it is fully protected under the GDPR. Data shared electronically via online forms and email will all be retained on password protected systems. Physical data will be limited and kept secure, in a locked location where possible. If data has to be transferred electronically this will be done securely. Only certain authorised staff will have access to your personal data.

We will not keep your data for any longer than what is reasonable in light of the reason it was collected initially. We may retain your details for reasons of guarantees or if you wish to be contacted about future events etc. If you wish for contact to cease at any time you can opt out by contacting SVHMC.

### **Your Data**

In addition to your rights under the GDPR, when submitting data to us you can decide whether you wish to restrict our use of your data, such as opting in or out of event and social updates from SVHMC. You can withhold certain data when contacting SVHMC, however please be aware that certain details are required to secure a booking of the hall and SVHMC may refuse a booking if we are unable to confirm these details. Our website and social media pages can be accessed and viewed without any need to provide personal data.

If you wish to know what data of yours we hold you can submit a 'data access request' to obtain a copy of any data held by us. The request must be made in writing via email or letter, we will respond to your enquiry as soon as possible and in any case within 3 months or receipt of your enquiry. There will ordinarily be no charge for a 'data access request', however if your request is 'manifestly unfounded or excessive' a fee may be charged to cover administrative costs.

This policy will be implemented by the Southrepps Village Hall Management Committee and shall be reviewed on an annual basis to ensure it remains relevant and effective. The policy may be altered or adapted prior to the annual review in circumstances such as law changes.

A copy of this document will be made available on the Southrepps Village Hall Website.

All hirers and users of the Village hall will be expected to make themselves aware of this policy upon booking the venue.

Signed .....D.Pemberton..... Position.....Chairman.....  
(As representative of the committee)

Name:.....David Pemberton.....Date.....20/11/19..... Next Review: Nov 2020