

Hewish & Puxton Village Hall Ltd

A Company Limited by Guarantee : Registered Charity Number 1178504

(referred to in this Privacy Policy as The Charity)

Registered office: The Grange, Wick Lane, West Hewish, Weston-Super-Mare BS24 6RR

Telephone: 01934 832171 : Email: treasurer@hewishandpuxtonvillagehall.org.uk : www.hewishandpuxtonvillagehall.org.uk

Secretary: Heidi Hutchings, Chestnut Court, Puxton Lane, Puxton, North Somerset BS24 6TF

Hall Address: Maysgreen Lane, Hewish, Weston-Super-Mare BS24 6TR

This Privacy Policy was last updated on 20th February 2021

PRIVACY POLICY

The Charity owns and runs Hewish & Puxton Village Hall (The Hall) as a community asset. This privacy policy will explain how The Charity uses the personal data we collect from you when you communicate with us, we communicate with you, or when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

The Charity collects the following data:

- If you apply for Membership of, or are a Member of The Charity, as defined in our Articles of Association, we will need to hold personal identification information and contact information relating to you in order that we can keep in touch with you on Membership matters. That information will be your name, email address, mobile and landline telephone numbers.
- If you are an individual, a group, or a company that provides goods or services to The Charity, details of those goods or services, and any references that are provided by you to support your suitability for providing them, will be kept by us, together with names, addresses, landline and mobile telephone numbers of the person or persons we need to contact in relation to the provision of those goods or services.
- If you are an individual, a group, or a company that seeks to hire The Hall, details of that hire, and any references that are provided by you to support your application for that hire, will be kept by us, together with names, addresses, landline and mobile telephone numbers of the person or persons we need to contact in relation to the securing and fulfilment of that hire.

How do we collect your data?

You directly provide The Charity with most of the data we collect. We collect and process data when you:

- Apply to become a Member of The Charity, as defined in our Article of Association
- Contact us to book The Hall for any purpose
- Voluntarily provide feedback to us electronically or in writing about your experience of using The Hall
- Contact us to complain in relation to any matter pertaining to The Charity or The Hall that it

runs.

- Contact us with a view to supplying The Charity with goods or services
- Are existing providers to The Charity of goods or services
- Have some legal basis for being connected with The Charity via the provision of local government services, or via a charge over The Charity's assets
- Contact us via The Charity's website at www.hewishandpuxtonvillagehall.org.uk.

The Charity may also receive your data indirectly from the following sources:

- Recommendations from third parties in relation to the provision of goods and services to The Charity
- Recommendations from third parties in relation to your possible interest in using the facilities of The Hall
- Recommendations from third parties in relation to your possible volunteering for activities or events or in attending such events at The Hall
- Recommendations from third parties in relation to your possible interest in becoming Members of The Charity as defined within our Articles of Association

How will we use your data?

The Charity collects your data so that we can:

- Manage your relationship with the Charity if you are a Member under the terms of our Articles of Association
- Process your Hall booking be it a single booking or a regular long term booking.
- Contact you by email, telephone, or in writing on matters relating to your booking
- If you have asked us to in writing, let you know about specific social events being held at The Hall that you might wish to become involved with as a volunteer or as an attendee
- Ensure the adequate provision of the goods or services you may provide to us, or be in a position to provide to us

The Charity has no cause to share your data with any third party except as provided for within this Policy without your express permission in writing.

How do we store your data?

- Our Charity securely stores your data at the addresses listed at the heading of this Policy. The data is held either as written data in locked cabinets or electronically on password protected encrypted computers with encrypted back up facilities on disc or encrypted on Apple iCloud.
- If you are a Member your data will be held for one year after you cease your Membership, at which time your legal liability, which is limited by Guarantee, expires under the terms of The Charity's Articles of Association.
- If we have created invoices or paid bills in relation to the provision of any goods or services or other purposes that require payment to pass between us, a record of such payment will be filed in our accounts, be subject to audit and be held by us for such time as the laws and regulations relating to the retaining of accounting records shall from time to time require.
- If you are a Hall user your data will be held for one year after you hired the hall, or, if you are a regular hirer, for one year after your regular hiring arrangement ceases and its related accounting processes have been mutually resolved.
- If you are a Volunteer your data will be held until such time as your request that it be removed, or you have moved away from the area, or that the type of volunteering you offer is no longer required by us.
- If you are a supplier of goods or services, your data will be held until such time that you request its removal, or that the types of goods and services you offer are no longer required by us and any related accounting processes have been mutually resolved.
- In all cases we will delete your data by shredding, if it is printed form, or by deleting if it is held electronically. Every six months in June and December we will securely erase all the blank sectors of the computer disks that held your data to ensure that they will no longer be accessible to third parties by analysis of those blank sectors.

- You have the right at any time to stop Our Charity from contacting you or from using or sharing your data.

What are your data protection rights?

Our Charity would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request Our Charity for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that Our Charity correct any information you believe is inaccurate. You also have the right to request Our Charity to complete information you believe is incomplete.

The right to erasure - You have the right to request that Our Charity erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Our Charity restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Our Charity's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Our Charity transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, contact us via The Charity's registered office as indicated at the head of this Policy.

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, our service provider may collect information from you automatically through cookies or similar technology. At no time do we have access to personal details or IP addresses of anyone who visits our website, nor do we subscribe to any service offered by our internet provider based on information gathered by them via their use of cookies.

For further information, visit allaboutcookies.org.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser: in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Our Charity's website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Charity keeps its privacy policy under regular review and places any updates on its website.

How to contact us

If you have any questions about Our Charity's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us by email, telephone or letter, via the registered office as indicated at the head of this Policy.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: www.ico.org.uk

Tel: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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General Data Protection Regulations (GDPR)

The Charity owns and runs Hewish & Puxton Village Hall (The Hall) as a community asset. The Privacy Policy, of which this Consent Form is a part, explains how our Charity uses the personal data we collect from you when you communicate with us, we communicate with you, or when you use our website.

CONSENT FORM

We would like to contact you from time to time to keep you informed about what is going on at The Hall, including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form. To keep in touch, we need your consent. We will also respond as needed to any communication you direct to us.

Our primary method for contacting you will be e-mail. However, we are happy to communicate by telephone or post if we have your address and/or telephone number.

Please confirm your consent to our keeping in touch with you via any or all of the methods listed below:

Post: (please supply your name and address)

E-mail: (please supply your e-mail address)

Telephone: (please supply your telephone number)

Your Signature:

Date of Your Consent:

You can withdraw or change your consent at any time by contacting the the registered office of The Charity as indicated at the head of this Consent Form.

The Charity's Privacy Policy may be viewed on its website as indicated above.

If we already have your details on our files and we do not receive a response from you with the consent information above, the law will require us to remove your details from our files.

If we do not have your details on our files, the law stipulates that we will not be able to put them there unless we receive the consent information indicated above.