

KVHT Privacy Policy

This policy describes our approach to meet the General Data Protection Regulation requirements. It includes the following elements:

Purpose of holding your data:

1. For the purposes of running the 50 Club and maintaining a register of subscribers (*Contract*)
2. For the purposes of hiring the village hall and maintaining records of hirers (*Contract*)
3. For the purposes of selling tickets for events and maintaining a record of sales (*Contract*)

1. Personal data held: All data held in either electronic or paper form is retained securely with access restricted.

1. 50 Club:
 - a. The 50 club subscription form is completed by subscribers and contains name, address, email address and telephone number. These details are transferred onto the register of subscribers to allow us to contact you in the event of you winning a prize.
 - b. Where subscribers choose to pay the subscription via Paypal, we will hold name, address, email address and telephone number unless you have chosen not to provide those details through the checkout process.
2. Hire of the Hall:
 - a. The hall booking form is completed by the hirer and contains name, address, telephone number and email address.
3. Event Ticket Sales:
 - a. Where tickets are purchased in person, we hold your name and a contact telephone number or email address.
 - b. Where tickets are purchased online using Paypal, we will hold name, address, email address, telephone number unless you have chosen not to provide those details through the checkout process.

2. Risk: Our risk assessment has concluded that there is a low risk from us holding this data.

3. External systems: Our payments are processed through PayPal.

4. Sharing your data: We do not share your contact details with any third party.

5. Retention:

1. 50 Club: we will retain details of your subscription for 3 years after you cease to be an active subscriber to the 50 club.
2. Hire of the Hall: we will retain details of your booking for 3 years.
3. Event Ticket Sales: we will retain details of your ticket purchases for 5 years.

All personal data is disposed of securely in line with the timescales set out above.

6. The data controller is Kempley Village Hall Trust, and is a registered charity 1005524

7. Other Questions: If you have any questions or issues about data protection, please get in touch and we'll try our best to help you with these.

Author: Katie Osmond, Kempley Village Hall Trust. May 2018