

Ditcheat Jubilee Village Hall Privacy Notice

About Ditcheat Jubilee Village Hall

The Ditcheat Jubilee Village Hall (JVH) is a Charity established to administer and manage the provision and maintenance of the village hall located in Ditcheat. This is undertaken by a committee, consisting of the Charity Trustees and other volunteers, known as the JVH Management Committee. In order to fulfil its function, the JVH needs to process personal data of individuals who interact with the Charity.

In addition, there is a JVH website ('the Website') (www.ditcheatvillagehall.org.uk) where information about the building, its facilities and activities can be viewed online.

In this Privacy Policy, references to the JVH, the data controller, 'we' and 'us' are to the JVH Management Committee.

Legal Provisions

The JVH recognises its responsibility to comply with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulations (GDPR) which regulate the use of personal data.

'Personal data' is any information about a living individual which allows them to be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The DPA sets high standards for the handling of personal information and the protection of individuals' rights to privacy. It also regulates how information can be collected, handled and used and applies to anyone holding information about people, whether in electronic or paper form.

Collecting Data

In the course of an individual's interaction with the JVH, whether in person, electronically, or by browsing the Website, we may collect some data and information. Specifically, the JVH collects and holds the following:

- Names, addresses, telephone numbers & email addresses of actual or prospective users of the Hall's facilities.
- Names, addresses, telephone numbers and email addresses of sponsors and donors
- Names, addresses, telephone numbers and email addresses of subscribers to the mailing list for Hall events
- Names, addresses, telephone numbers, email addresses, dates of birth and employment details of Trustees.
- Names, addresses, telephone numbers and email addresses of individuals volunteering for Fund Raising activities on behalf of JVH e.g. Glastonbury Festival stewarding
- IP addresses of electronic devices accessing JVH WiFi system
- Names and financial information relating to payments to JVH and reimbursement of expenditure
- Names, addresses, telephone numbers and e-mail addresses of individuals contracted to undertake maintenance and repair of the building and its infrastructure

Where is personal data stored?

- Electronic content is stored on computers at the homes of individual members of the Management Committee or nominated volunteers.
- Paper documentation is stored in secure locations and is not available for public access.

Clear Communication

The JVH will comply with the DPA and the GDPR requirements that the information provided to people about how we process their personal data must be concise, transparent, intelligible, easily accessible, and written in clear and plain language.

Holding and Using Data

The DPA and GDPR state that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, or unauthorised access and disclosure.

We may use your personal data for some or all of the following purposes:

- To administer the Hiring of the JVH premises and/or its facilities.
- To contact you about forthcoming events at the Hall.
- To enable us to meet all legal and statutory obligations and powers.
- To promote the interests of the JVH.
- To maintain our own accounts and records.
- To notify you of changes to our facilities and services.
- To send you communications which you have requested and that may be of interest to you.
- To process relevant financial transactions in respect of the JVH.
- To maintain the fabric of the building.

What is the legal basis for processing your personal data?

In the course of our activities, we may process personal data of people using our services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and our obligations to you.

- We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- We may process personal data in pursuit of the legitimate interests of the JVH
- We may process personal data where we are legally required to do so.
- We may process personal data where you have given us your consent to do so.

Children's personal data

If we receive any personal data relating to children we will seek verification of parental consent. In the event that such content is supplied by a school, we will rely upon confirmation from the school that it already has the appropriate general parental consent.

Sharing your personal data

- With the exception of those organisations detailed in Appendix 1, we will not sell or disclose your personal information to any third parties unless required by law or with your explicit consent.

Website

The Website contains links to websites of other organisations. These organisations will have their own privacy policies, tailored to their particular business practices and the sectors in which they operate, and if following those links, we recommend reviewing the privacy policy of each website to understand how personal data is used in that instance. The inclusion of links to these websites does not imply an endorsement or validation of their content, and we are not responsible for their privacy practices or content.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time, such as the periods required by the Charity Commission. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights:

The right to access the personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be refused or subject to an administrative fee.

The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

- You can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to the processing of your personal data

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to lodge a complaint with the ICO

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Website.

Contact Details

If you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints, please contact the JVH Data Protection Officer.

Email Address: privacy@ditcheatvillagehall.org.uk

APPENDIX 1

The Ditchheat Jubilee Hall shares Personal Data with the following organisations:

TicketSource (www.ticketsource.co.uk)

TicketSource are a third party online booking solution and provide a transparent method by which customers can purchase an advance ticket for events at the Hall via the Website. Name, address, telephone number, email address and credit card details are processed as part of the transaction. These are retained for financial accounting purposes.

MailChimp (www.mailchimp.com)

MailChimp is an email marketing automation platform and used by the JVH for administering and managing the subscriber mailing list and advertising and promoting forthcoming events at the Hall. Name and email address details are processed.

Wessex Internet (www.wessexinternet.com)

Wessex Internet provides Internet Services to the Jubilee Hall premises via a private Wi-Fi network. The IP addresses of all devices which join the Wi-Fi network are retained by both JVH and Wessex Internet along with other non-personal data e.g. sites visited.

SumUp (www.sumup.com)

SumUp enables the JVH to process credit card transactions for goods and services provided by the JVH at Hall events using either a card reader or a mobile phone app. Credit Card details are processed and retained for financial accounting purposes.

N.B. At some events at the Hall hosted by the JVH, independent traders will utilise their own card readers for processing card transactions for goods or services which they provide. JVH will have no access to any personal data processed by these traders.

Glastonbury Festivals Ltd (www.glastonburyfestivals.co.uk)

As part of its fundraising activities, the JVH provides volunteer off site stewards to the annual Glastonbury Festival in exchange for a financial donation and festival tickets. Names, addresses, telephone numbers and e-mail addresses of the volunteers are shared with Glastonbury Festivals Ltd for insurance and security purposes.

N.B. Each of the organisations with whom JVH shares Personal Data has its own Privacy Policy which can be viewed on their website.