

KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

PRIVACY NOTICE FOR HIRERS

Charity, number 1057420.

Keinton Mandeville Village Hall and Playing Field Trust may need to collect information from you. When you hire the hall, we need to collect personal data for booking and invoicing purposes. Our collection of data complies with U.K. General Data Protection Regulations and the Data Protection Act 2018.

Information we collect:

- *identity information of the hirer: first name, last name, user-name if relevant
- *contact information for the hirer - postal address, email address, contact phone number
- *information you provide on the Hire Agreement
- *financial details if you are paying by means other than cash

Information Hallmaster Limited collect: online bookings are made via Hallmaster Limited. The data they collect is in line with the data collected by us. This is explained in detail in their Privacy Policy.

Your consent: we need your consent to hold this information. To complete a paper copy of our Hire Agreement you will need to “actively” give your consent. You will also need to consent for your data to be held when making an online booking. Data is held for legitimate purposes and is GDPR compliant. A booking cannot proceed without this consent.

When booking online via our website you can choose to record the booking as Private, Public, Public – contact details hidden.

Keinton Mandeville Village Hall and Playing Field Trust do not share any data with a third party. We would only share personal data if required by a court of law. The information we collect remains within the UK. We cannot, however, control the transmission of data via the internet.

Storing your personal data: we will take steps to ensure that your data is held securely. Our computers are password protected. Paper copies of Hire Agreements are held in a non- public location and stored securely.

Disposal of data: paper copies of Hire Agreements will be stored only for the required length of time and destroyed correctly. Paper copies of Keinton Mandeville Village Hall and Playing Field Trust Hire Agreements will be kept for no more than 6 months. If we are required for a legal reason to store your personal data longer than the stated time, we will do this following external, professional, guidance. You will be informed as to the reason why.

Keinton Mandeville Village Hall and Playing Field Trust do not store data provided to Hallmaster Limited for online bookings. We are responsible for the ongoing accuracy of the data but not the retention.

Access to information: you have the right to ask what information we store about you. You can do this under a Data Subject Access Request. The request can only relate to you as an individual and cannot include another person or their data. A Data Subject Access Request is NOT Freedom of Information. Your information can be deleted or amended according to your wishes. To do this please contact us at kmvillagehall@gmail.com One of the trustees will meet with you in person to discuss any changes. Verifiable evidence of identification must be provided before we will consider a Data Subject Access Request. We will respond to this request within one month.

A Data Subject Access Request can be made to Hallmaster Limited following the guidelines set out in their Privacy Policy which can be viewed online.

Further information can be obtained by contacting them directly.

Contact details are: Hallmaster Limited

Account Manager

accounts@hallmaster.co.uk

Suite D5, Romany Works Business Park, Poole, Dorset, BH16 6JL

01929 509846

If you have any further concerns regarding your data, or feel there has been a data breach, you can contact the Information Commissioners office at:

Information Commissioners Office.

Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF.
0303 123 1113

Dec. 2024

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