



A Community Project

Registered Charity Number: 1141946. Company Number 7198428

Batheaston New Village Hall – Data Protection Policy v1.0 12 Dec 21

Who are We?

Batheaston New Village Hall is a Charity (Charity No. 1141946) administered by the Trustees of the Charity. The terms “we”, “us” or “our” within this document refer to the Trustees. The Trustees are committed to preserving the privacy of our supporters and correspondents. This Data Protection Policy explains how we use any personal information we collect about you.

What information do we collect about you and why?

The Trustees collect and uses personal data on the basis of name, address, telephone number and email address solely for the purpose of correspondence and marketing support. We do this as it is in our legitimate interests to do so, in order to record information on trustees, volunteers, supporters and financial supporters.

- We will collect information about you when you request information from us.
- We may also collect information from you if you are a supplier of goods or services to the Trustees.
- In these circumstances we may also collect website address(es) and bank account information for payment purposes

How will we use the information about you?

We use information about you to maintain our Friends mailing list or to process payments and receipts. We also may use your personal data for record-keeping and financial accounting purposes. We may share your personal information with third parties, but only in the following circumstances:-

- You ask us to pass your information or request to others.
- You ask us to publicise information such as forthcoming events, which includes your personal details, in which case we may pass your information to the Parish Council, the Local Look magazine or other social media. These will have their own Data Protection Policies which you should refer to for further information.
- We may have to disclose your information by law, e.g. because a court or the police or other law enforcement agency has asked us for it.

We will not otherwise share, sell or distribute your personal information without your consent.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please speak to a Trustee or write to the Secretary (phone number available on the website www.batheastonhall.org), we may make a small

charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Security and Data Retention

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

- For financial records this will be up to 7 years.
- Archival material such as minutes and legal documents will be stored indefinitely.
- Other correspondence and emails will be disposed of when no longer required.

We take the protection of your information seriously.

- We restrict access to personal information to Trustees who need the information in order to do their jobs.
- We never transfer your data outside the UK.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us via the internet; any transmission is at your own risk.

Once we have received your information, we employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

Changes to our Data Protection Policy

We keep Our Data Protection Policy under regular review and We will place any updates on this web page. This Data Protection Policy was last updated on 20th November 2018

How to contact us

Please contact us if you have any questions about our Data Protection Policy or information we hold about you by contacting the Company Secretary (phone number available on the Contacts page of www.batheastonhall.org)