



PRIVACY POLICY

Privacy Policy for Burley Gate Village Hall

Registered Charity Number: 505993

Introduction

Welcome to the privacy policy for Burley Gate Village Hall. We respect your privacy and are committed to protecting your personal data. This privacy policy informs you how we look after your personal data when you book our hall, use our website, or interact with us, and details your privacy rights under UK law.

We are the data controller responsible for your personal data. If you have any questions, please contact our Booking Secretary at burleygatevillagehall2025@gmail.com

The Data We Collect About You

When you make a booking enquiry or hire the village hall, we may collect, use, and store the following personal data:

- **Identity Data:** First name, last name, and the name of the organisation or community group you represent.
- **Contact Data:** Email address, telephone number and address.
- **Booking Details:** Date and time of hire, type of event and any specific requirements.
- **Note:** We do not collect or store credit/debit card details, as we do not process online card payments.

How We Collect Your Data

We collect data from you when you:

- Fill out our online booking or contact forms on our website.
- Contact us directly by email or phone.

How We Use Your Personal Data

We only use your personal data when the law allows us to. Most commonly, we use your data under the following lawful bases of the UK GDPR:

- **Performance of a Contract:** To process your booking, manage the hire of the hall, and communicate updates regarding your slot.
- **Legal Obligation:** To maintain proper financial and administrative records for UK tax and charity regulatory compliance.

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- **Legitimate Interests:** To safely manage scheduling, protect charity property, and respond efficiently to public enquiries.

Data Storage and Security

Your personal data is collected and securely stored digitally on secure servers behind firewalls and implements industry-standard security measures.

Access to our administrative dashboard is strictly limited to authorised members of the Village Hall Management Committee who require it to run the venue.

Disclosures of Your Personal Data

We treat your personal data with strict confidentiality. We will never sell or rent your data. We only share your information with third parties when strictly necessary:

- **The Trustees & Management Committee:** Committee members managing bookings, or caretakers responsible for key handovers.
- **Professional Advisers:** Auditors or accountants who assist with our annual charity accounts.
- **Legal Authorities:** Regulators (such as the Charity Commission or HMRC) or law enforcement if required by law.

Data Retention

We only retain your personal data for as long as necessary to fulfil the purposes we collected it for. By law, we must keep basic information about our customers and financial transactions for 6 years plus the current financial year for UK tax and charity accounting purposes.

After this period, or once a booking is fully concluded and any deposit is returned, your personal data will be securely deleted from our databases unless we are legally required to keep it.

Your Legal Rights

Under the UK GDPR, you have the right to:

- Request access to your personal data.
- Request correction of inaccurate data.
- Request erasure of your data (where we no longer have a legal or financial obligation to keep it).
- Object to processing or request restrictions on how we use your data.



If you wish to exercise any of these rights, please contact the Booking Secretary. You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

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