



Privacy Statement

Introduction:

Your privacy is important to Emersons Green Village Hall (EGVH). EGVH may need to collect information from you in order to tell you about our activities, events and services. If you are a hirer of Emersons Green Village Hall, EGVH may need to hold data about you for invoicing purposes, and as part of your hirer agreement.

Types of information:

EGVH may collect your contact details (e.g. name, email address, etc) so that EGVH can contact you. EGVH may collect financial details so that EGVH can make or receive payment from you for goods or services. EGVH may collect anonymised information about diversity to help us monitor our accessibility. EGVH may record CCTV images to ensure the safety of the Village Hall and its employees, volunteers, trustees (staff) and users. EGVH may also collect information on staff to ensure that EGVH can meet our legal obligations.

Your Consent:

EGVH needs your consent to hold data about you. Any forms or documents that EGVH need you to complete (manually or electronically) will ask for your consent and be clear about what the information will be used for if you choose to provide it. There will be some circumstances where EGVH are only able to provide you with services if you consent to providing necessary information, for example, room bookings.

Your right of access:

You have a right to ask EGVH what information EGVH hold on you, and to ensure that it is accurate and up to date, and to have it rectified if it is not. EGVH may regularly ask you if there have been any changes to your data so that EGVH are able to keep information up to date. If you are concerned about what information EGVH hold on you, or would like to update information that EGVH hold on you, please contact EGVH's secretary. EGVH will process your request within one calendar month of receipt of your request.

Storing your data:

All physical data will be held securely in a locked cabinet in a non-public location, accessible only by designated staff members of EGVH. All office computers with access to personal data will be password protected. All electronic data held on portable devices (for example laptops and USB drives) will be password protected and encrypted. All relevant staff members will be supplied with data storage equipment and encryption software to ensure data security where personal or sensitive data is stored.

Disposal of data:

If EGVH agree to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. EGVH will notify you in writing to confirm when and how it has been destroyed or permanently erased. EGVH may



not agree to disposal of certain data if EGVH have a legitimate or legal need to retain it. Where there is a legal obligation to, EGVH will keep a record of destruction of data.

Retention of personal data:

EGVH will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that EGVH will keep documents for a minimum period of time. External organisations may also keep information EGVH lawfully provide for periods of time determined by them. Some of these documents may contain personal data. These include, but are not limited to:

Data Source	Retention period	Example
Receipts and Invoices	Kept for 6 years from the end of the current financial year.	Suppliers invoice
Booking/hirer information (may include some personal information)	Kept for 1 year	Hirer agreements
HMRC records (may contain employee personal information)	Kept for 6 years from the end of the current financial year.	P45, payroll information
Management Committee, Trustee Meeting and AGM Minutes (may include some personal information)	Stored electronically for an indefinite period, for reference purposes. AGM and Management Committee minutes to be displayed on the notice board in the Hall for 2 weeks following a meeting and also available on the website for longer periods	Minutes from meetings.
Trustee, employee, volunteer information (may include personal information)	Necessary information to be retained for the duration of service. Job applications to be retained for 1 year	Trustee declaration, ID documents CV and application forms



Seniors Lunch Club Members (may include personal information including medical information)	The duration of attendance to the luncheons	Any relevant medical information to aid the volunteers in providing necessary care.
Trustee information (may contain trustees' personal information)	May be kept by the Charity Commission.	Annual Return.
Financial donor and GiftAid records (may contain donor's personal information)	Kept for 6 years from the end of the current financial year.	GiftAid declaration.

EGVH will store archived documents securely, and maintain a register of archived documents along with their planned destruction date. EGVH will review annually these retention periods to ensure that they remain within the law and recommended practice.

Sharing of data:

EGVH will not share your information with third parties, unless EGVH are legally obliged to, or there is a risk of harm to you or another, for example, in a safeguarding situation. EGVH may use a third party to collect or process your information, for example, an electronic mailing list provider.

Promoting a culture of data protection:

EGVH will have data protection as a standing agenda item at its ordinary meetings to ensure that any issues or concerns are addressed by trustees. All new trustees, as part of their induction, will be briefed on EGVH's data protection arrangements. All staff and relevant volunteers, as part of their induction and ongoing training, will be briefed on EGVH's data protection arrangements.