



Privacy Policy

Reg. Charity No. 504511

Date of Approval	February 2021
Period of Review	Bi-annually or as required
Date of Review	February 2024

This Privacy Policy applies to Weston Village Hall, Charity Number 504511 and to the website at www.westonvillagehall.com ("Website"). We at Weston Village Hall take your privacy seriously. This policy covers the collection, processing and other use of personal data under the General Data Protection Regulations ("GDPR"). It explains what personal information we collect and how we use it.

Weston Village Hall will collect your personal information when you make direct enquiries with us, becoming a Trustee, on signing our Hire Agreement or by visiting our website.

For the purpose of the GDPR, Weston Village Hall is a data controller and any enquiry regarding the collection or processing of your data should be addressed to the Chairperson, Weston Village Hall, Green Road, WESTON, Stafford, Staffordshire, ST18 0JQ

1.0 Information we collect

Weston Village Hall will always make it clear when we collect personal information and will explain what we intend to do with it. We collect information where there is a legitimate interest. Your consent will be gained for us to communicate with you about hall bookings, events and functions. We do not share your personal information with third parties unless we have your express consent or unless we are to comply with legal obligations.

When you contact Weston Village Hall we will obtain information from you to enable us to contact you and / or to provide services to you either through hiring of the Hall or email information on events and news. We may collect details which include your e-mail address, name, home address and contact telephone number. This will be provided by you and therefore has been provided with your consent.

1.1 Use of your information

Weston Village Hall may hold and process personal data that you provide to us in accordance with the GDPR. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. In addition, we may use the information to send you future information where you have given your consent for this.

2.0 Trustees

For Trustees information will be collected to ensure suitability to be a Trustee in line with the Charities Commission Guidelines. Your consent will be gained to hold information and share this with the Charities Commission through completion of the Trustee Agreement Form.

3.0 Controlling the use of your data

If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can contact us in writing at the address above or by email to secretarywestonvh@gmail.com at any time.

4.0 Security

All physical data will be held securely in a non-public location, accessible only by a Trustee of Weston Village Hall.

The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

5.0 Retention of Data

Weston Village Hall will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that we will keep documents for a minimum period of time. These are given in the table below.

Data Source	Retention Period	Example
Receipts and invoices	Kept for six years from the end of the current financial year.	Receipts, invoices, accounts
Booking / hirer information	Kept for 3 years from the end of the current financial year.	Hirer agreements
Financial donor and Gift Aid records.	Kept for 6 years from the end of the current financial year.	Gift aid
Management Committee and AGM Minutes	Stored electronically for an indefinite period, for reference purposes.	Minutes of meetings
Trustee information	Necessary information to be retained for duration of service plus three years. May be kept by the Charity Commission in line with their retention periods.	Trustee agreement, Charity Commission annual return.

Weston Village Hall will periodically review these retention periods to ensure that they remain within the law and recommended practice.

Following the retention period or where a request to destroy data has been agreed, the data will be confidentially destroyed.

6.0 Your rights

The GDPR give you the right to access information held about you by us. Please write to us or contact us by email if you wish to request confirmation of what personal information we hold relating to you. You can write to us at the address above or by email to secretarywestonvh@gmail.com. There is no charge for requesting that we provide you with details of the personal data that we hold. We will provide this information within one month of your requesting the data.

You also have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by writing to us at the address above or by email to secretarywestonvh@gmail.com.

7.0 Weston Village Hall website

This privacy policy sets out how Weston Village Hall uses and protects any information that you give us when you use this website.

We are committed to protecting and respecting your privacy. This policy (together with our Terms and Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, through your use of this website, will be processed by us. For the purpose of the General Data Protection Regulation, we are a 'processor'. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 2 June 2020.

7.1 What we collect

We may collect the following information:

- name
- contact information including email address
- the nature of your enquiry
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7.2 What we do with the information we gather

We may process information contained in any enquiry you submit to us regarding services ("enquiry data"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant services to you. The legal basis for this processing is consent.

7.3 Marketing

We will not share your information for marketing purposes with anyone.

7.4 Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

7.5 About Cookies

A Cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

7.6 Cookies We Use

We use cookies to help us to analyse the use and performance of our website and services

7.7 Cookies used by our Service Providers

We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google’s privacy policy is available at: <https://www.google.com/policies/privacy/>.

7.8 Managing Cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- [Chrome](#)
- [Firefox](#)
- [Opera](#)
- [Internet Explorer](#)
- [Safari](#)
- [Edge](#)

Blocking all cookies will have a negative impact upon the usability of many websites. If you block cookies, you will not be able to use all the features on our website.

7.9 Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

7.10 Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you for which a small fee may be payable. If you would like a copy of the information held on you please contact us via our [contact form](#). If you believe that any information we are holding on you is incorrect or incomplete, please write to or contact us as soon as possible. We will promptly correct any information found to be incorrect.

Any queries about our use of your data on the web site should be made using the contact details on the website.

The Website has links to other external websites listed. Weston Village Hall is not responsible for the content or reliability of the linked web sites and do not necessarily endorse the views held by them. The linked Web sites will have their own Privacy Statements and should be viewed.

8.0 Changes to this policy

Weston Village Hall may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us by email: secretarywestonvh@gmail.com , via our web site or at Weston Village Hall.

Further information on GDPR can be found on the Information Commissioners web site at www.ico.org.uk