

Sweffling Village Hut Privacy Notice

April 2024

This privacy notice sets out how Sweffling Village Hut handles your personal information in accordance with the General Data Protection Regime (GDPR). It identifies what and why data is collected, how it is used, and your rights in relation to the personal data we hold. This privacy notice will be reviewed regularly, and a copy will be posted on our website.

Who are we?

This document has been produced by the Sweffling Village Hut Management Committee, which is the data controller for your data. Sweffling Village Hut is a charity established to run the hut and maintain the building.

Where do we get information about you?

The information we hold about you comes directly from you when you enter into a hire agreement with Sweffling Village Hut or plan to attend one of its events.

What information do we collect about you?

We hold five types of personal data:

- Details collected on the Hire Agreement Form about individuals who book the hut (This includes some or all of the following information: name, telephone number/s, postal address, email address, bank details and the organisation and activities you represent).
- Contact details of individuals who are taking part in the Sweffling Village Hut events
- Contact details and employment-related details of individuals currently or recently employed by the Committee.
- Contact details and in some cases, financial details of individuals working for organisations or businesses with whom we have dealings for the purposes of managing the hut
- Contact details of current Trustee/members of the Management Committee

Why do we hold your data?

We hold your data in order to enable us to manage and maintain the hut and to run the Events which raise money for the hut. We have a responsibility to comply with the data protection law. This says that the personal data we hold about you must be: -

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and up-to-date

- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your data from loss, misuse, unauthorised access and disclosure

We will not share your personal information with any person who is not involved in managing the hut or running hut events.

Why we collect and use your information

Most of the information we have about you is required to satisfy your contract with us, namely regarding hiring our facilities. This enables us to contact you, produce invoices, collect payments and return deposits.

Some information we collect may be necessary to fulfill our legal obligations, such as ensuring your safety in compliance with policies and Liability Insurance.

How long will we keep your information?

We keep your information for as long as necessary to complete your contract with us and to facilitate ongoing communication for repeat hires.

We will delete your contact details when we no longer need the information or when your involvement with the hut ceases. However, we may keep some financial data for an extended period of time: it is currently best practice to keep financial records for a minimum period of 8 years and payroll data for 3 years.

Who we share your information with

We may share your information with HallWizard Limited (our booking software provider). Booking information on HallWizard Limited is securely stored in the Republic of Ireland.

We will not make your personal data available to outside organisations unless required by law. This could be if a court or other UK law enforcement agency has asked for it, or if our insurers require it.

Security

Sweffling Village Hut takes the security of your personal data seriously. Organisational and technical security safeguards are in place to prevent unauthorised disclosure or access to your information.

Access to your information, Correcting mistakes, Withdrawing consent - Your rights in connection with your data

You have the right to access the data we hold on you; to correct and update the data; to have your data erased; to object to our processing of your data or to restrict it to certain purposes.

You have the right to know and request a copy of the information that we hold about you. If incorrect, incomplete or outdated, you have the right to request we update any information. Where we have obtained your consent to use your data, you have the right to withdraw consent at any time.

Contacting Us

If you have any questions about this Privacy Notice or the personal data we hold about you, or if you wish to exercise your rights as listed above, we can be contacted on email at swefflinghut@outlook.com.

More information about your rights under data protection legislation can be obtained from the Information Commissioner's Office website: <https://www.ico.org.uk>