



Privacy Policy

Introduction

Whether a hirer, user, employee, Trustee, volunteer or helper then your privacy is the subject of the GENERAL PROTECTION REGULATION (GDPR) effective from May 2018 and, as such your privacy is important to Frenchay Village Hall (FVH). FVH may need to collect information from you in order to tell you about our activities, events and services. If you are a hirer of Frenchay Village Hall, FVH may need to hold data about you for invoicing purposes and as part of your hirer agreement.

Types of information

FVH may collect your contact details, e.g. name, e-mail address, home address and telephone number etc so that FVH can contact you. FVH may also collect financial details so that FVH can make or receive payment from you for goods and services. FVH may record CCTV images to ensure the safety of the Village Hall and its employees, volunteers, trustees and users.

Your consent

FVH needs your consent to hold data about you. Any forms and documents that FVH 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 FVH are only able to provide you with services if you consent to providing necessary information, e.g. room bookings.

Your sight of access

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

Storing your data

All physical data will be held securely in a locked cupboard in a non-public location, accessible only by designated Committee members of FVH. All computers with access to personal data will be password protected. All electronic data held on portable devices (e.g. laptops, USB drives) will be password protected and encrypted. All relevant Trustees 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 FVH 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. FVH will notify in writing to confirm when and how it has been destroyed or permanently erased. FVH may not agree to disposal of certain data if FVH have a legitimate need to retain it. Where there is a legal obligation to do so, FVH will keep a record of destruction of data.

Retention of personal data

FVH will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that FVH will keep documents for a minimum period of time. External organisations may also keep information that FVH 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	6 years from the end of the current financial period	Suppliers invoice



Booking/hirer information	1 year	Booking forms
Management Committee, Trustee Meeting and AGM Minutes	Stored for an indefinite period, for reference purposes	Minutes from meetings
Trustee, employee, volunteer Information	Information to be retained for the duration of service	Trustee declaration, ID documents
Trustee information	May be kept by the Charity Commission	Annual Return
Financial donations	Kept for 6 years from the end of the financial year	

FVH will store archived documents securely and maintain a register of archived documents along with their planned destruction date.

Sharing of data

FVH will not share your information to third parties unless FVH are legally obliged to or there is a risk of harm to you or another, e.g. in a safeguarding situation.

Promoting a culture of data protection

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

Issue 1 – July 2018