

Hanna's Field Charity Privacy & Data Protection Policy

Introduction

Hanna's Field Charity (HFC), managers of East Hanningfield Village Hall are committed to the rights and privacy of individuals and we take data protection seriously in managing information related to hirers, trustees or volunteers, staff and suppliers.

We need to collect and use certain types of Data in order to manage the Village Hall and related services for venue hire and maintenance, event advertising and our obligations as a registered charity. Please see below for our policy.

Privacy & Data Usage Policy

Hanna's Field Charity uses personal data for the purposes of managing the hall, its bookings and finances, fundraising, running and marketing events at the hall, staff employment, and its fund-raising activities.

In delivering such, HFC may use volunteers and third party services/platforms (such as our website, Facebook and other social media etc) for which we use best practice on a reasonable endeavours basis.

Examples of Data

- In general, public usage of data is confined to the name of the hiring/event organisation unless you wish us to include specific contact details for an event.
- Names and contact details of Trustees, Volunteers and Staff and Suppliers.
- Financial Data (retained for accounting and, in some cases, insurance purposes).

Data Handling Policy

Personal data will be:

- held securely (and password protected if in an electronic format).
- only used for the purpose for which it was collected.
- disposed of securely when no longer required (typically after 7 years).

If you would like to find out more about how we use personal data or see the information that may be held, please contact the Secretary.

It is impractical for HFC to ask each Hirer to sign and return a Data Protection Consent form and therefore the Charity operates on the basis that consent is deemed to have been given by the Hirer for their data to be held by HFC in the event they proceed with the hire of the facilities with the Hall's booking secretary.

Hanna's Field Management Committee