

Goss Croft Community Hall

Privacy Policy

Introduction

Whether a hirer, user, employee or volunteer/helper then your privacy is the subject of the GENERAL DATA PROTECTION REGULATION (GDPR) effective from May 2018 requiring all organisations to have a legal and moral duty to protect the data of all involved.

In all cases Goss Croft Hall (GCH) need to hold some data about anyone involved in managing, helping or using our facilities for proper and effective management. Such data may be computerised or held in documents.

Types of information

GCH may collect your contact details, e.g. name, e-mail address, home address and telephone number etc so that we can contact you, along with information regarding any hiring. We may also collect bank details but only as necessary to enable us to make or receive payment from you for goods and services. GCH may record CCTV and/or photo images to ensure the safety of the Hall, it's employees, volunteers, trustees and users.

Your consent

By engaging with GCH in any way will be taken as your consent to this information being held by GCH under the following terms:- (emphasis on this will be included in our appropriate documentation)

Your sight of access

You have a right to ask what information is held on you and have it updated if appropriate.

Storing your date

All data will be held securely and will not be passed or shared with third parties without your express permission except where legally obliged to so.

Disposal of data

If you request to have deleted any of your data, it will be confidentially destroyed within two weeks and you will be informed when that has been undertaken. This will not include any data where GCH have a legal obligation to retain it.

Retention of personal data

GCH will not hold data longer than necessary, however the following will apply:

Booking forms will be destroyed after	12 months
Receipts and Invoices	7 Years
Trustee, employee, volunteer information including ID information	As legally required
Management documentation e.g. Minutes; Reports; action plans, Safety events etc	Indefinitely as appropriate
Trustee's information	As required by the Charity Commission

Sharing of data

GCH will not share your information with third parties unless GCH are legally obliged to or there is a risk of harm to you or another, e.g. in a safeguarding situation. In the case of the latter a record will be held and passed to you.