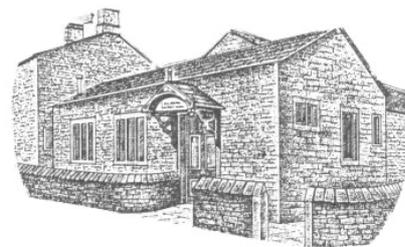


# Kelbrook & Sough Village Hall



## Data Protection Policy – Issue 1 - 26<sup>th</sup> February 2026

### 1.0 Introduction

Kelbrook and Sough Village Hall is committed to a policy of protecting the rights and privacy of individuals. We collect and use certain types of Data in order to manage the Hall. This personal information is collected and handled securely.

### 2.0 The Data We Collect and How We Use It.

The data we process falls into 5 categories:

a) Bookings Data – Information provided by hirers and held within the hall booking and accounting system which is required to process bookings of the hall and associated payment.

This is name, address, telephone number and email address as supplied by the prospective hirer via the booking request. The data is collected via the Booking Agreement Form and used to ensure effective communication throughout the booking process, from initial request through to invoicing and banking of payment. The lawful basis for processing this data is that is that we are entering into a Contract with them for the hire of the facilities they wish to book.

b) Trustee Data – Information held about trustees some of which is legally required to be submitted to the Charity Commission.

Full contact and certain personal details are held for the purpose of good administration and also to enable the hall secretary to complete the annual return to the Charity Commission, which is required by law. All data held for a trustee is deleted from the village hall systems and the Charity Commission database when a trustee stands down.

c) Events data – Details about events and associated points of contact on website calendars, facebook and other media outlets.

Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

d) Email list – The village hall committee makes extensive use of email to communicate each other, with suppliers, with volunteers, with hirers, etc. Email requires the use of third party email services and as part of this, there is at least transient use of this third party storage.

We maintain a current up email address list of subscribers who have given their specific consent to receive emails from the village hall about events, fundraising activities and general news. Subscribers can request for their name to be removed from this list at any time.

e) Supplier Data – This is name, address, telephone number and email address as provided by the supplier or as obtained from publicly available sources, e.g. internet, telephone book, etc. The information is used to help communicate with the appropriate suppliers for the purchase of goods or services. The lawful basis for processing this data is that we are preparing to enter into a Contract for the purchase of those goods and services.

### **3.0 Data Storage**

Paper based data (e.g. Trustee declaration forms, signed Booking Agreement forms, etc) is held in files by the Trustees responsible for the processing of that particular data. The data is held in locked premises.

Electronic based data is only stored and accessed using password protected files and or devices.

### **4.0 How long we retain personal data**

Bookings data provides support to financial transaction so will be retained for 7 years in order to comply with financial audit requirements. After that point, it can be destroyed /deleted.

Trustee data is a legitimate historical record of the Charity so will be retained indefinitely.

Email addresses in the email distribution list will be kept on the distribution list until the data subject requests that their email address be removed.

### **5.0 Privacy Notice**

Kelbrook and Sough Village Hall uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the village hall information systems.