

# **Tasburgh Village Hall Management Committee**

## **Data Protect**

### **Privacy Statement**

In accordance with the implementation of the GDPR from 25/05/18, this statement is to inform you of what happens to any personal data that you provide to us.

#### **What personal data will TVHMC hold?**

This may include; your name and address, telephone numbers and email address. If you are an employee or you have made a booking to use the hall's facilities, this will also include your bank account details. The information we hold will have been provided by you and only obtained for the purposes of the village hall. We only collect data for which we have a functional use and no data is collected unnecessarily.

#### **CCTV**

CCTV is in operation around the outside of the village hall. The data from these recordings are kept for only 30 days. In accordance with policy, if required, only the two people named by the village hall committee can view these. If it is deemed that crime may have been committed the police will also be given access to these.

#### **Where do we store this data?**

We take your privacy very seriously this information is held securely with the Secretary, Treasurer or Bookings Secretary. It will either be held electronically or in paper form. Records kept electronically are password protected and held on equipment owned by the village hall. Paper documents will be held in a locked cupboard.

#### **How long will we keep this data?**

Financial & payroll data will be held for up to 6 years in accordance with legal requirements. Other data will only be held for as long as we have reasonable need.

#### **What do we do with this data?**

We only use this data for the reasons it has been collected and will not be shared with anyone else.

#### **What are your rights?**

As a data subject you have detailed rights including: right of access to your own personal data, right of correct, erasure and to object to the processing of your personal data. You have the right to lodge a complaint with the regulator, the Information Commissioners Office (ICO)

#### **What are the implications if you do not provide the data required?**

You may not be able to book the village hall facilities.

**If you require further information regarding this, please contact the secretary or chairman as detailed on TVHMC website.**