

Hall Data Protection Arrangements

1. Data Protection and Information Security Policy

Personal data will only be collected by consent or when needed for booking and invoicing. It will only be used for the stated purpose and only retained for as long as necessary to carry out that purpose, plus one year for reference. Personal data will not be shared with any other organisation.

Personal data will be held on a desktop or laptop computer that is protected against hacking and viruses. Back-up copies will be maintained and stored separately.

The Hall's data protection policy will be publicised on the Hall website and displayed inside the Hall.

2. Data Protection Appointments

Role	Responsibility	Data Source
Data Protection Officer	Martyn Davey	
Data Controller	Martyn Davey	
Data Processor(s)	Martyn Davey Katrina Woodger Richard Cockman Peter Harris	100 Club & Film Club membership 100 Club membership & Hall hirers 100 Club membership & Hall hirers Hall hirers

3. Legal Basis for Personal Data Collection, Use and Retention

3.1 Hall 100 Club , Film Club and Other Events

Consent will be sought from members for their personal data to be collected, used and retained.

3.2 Hall Hirers

Personal data will be collected, used and retained solely for booking and invoicing purposes. The data processing procedures will be documented.

4. Personal Data Collection, Use and Retention

4.1 Hall 100 Club

Data Collected	Use	Retention
Name (1) Address (2) Phone No (3) Payment Method (4) Payment Period (5) Bank A/c & Sort Code (6)	Membership record (All) Winner notification (1,2) Draw results publicity (1) Renewal notification (1,2) Payment of winnings (6)	Membership duration Plus 1 year

4.2 Film Club and Other Events

Data Collected	Use	Retention
Name (1) Address (2) Email Address (3)	Membership record (All) Film and other Hall event advertising (3) Herald & flyer distribution (All)	Membership duration Plus 1 year

4.3 Hall Hire

Data Collected	Use	Retention
Name (1) Address (2) Phone No (3) Email Address (4) Alternative Contact (5) Bank Account Details (6)	Booking record (All) Correspondence (1,2,3,4) Fall-back contact (5) Invoices (1, 2, 4) Deposit refunds (6)	Hire date Plus 1 year

5. Specific Arrangements

5.1 Hall 100 Club

New members will be made aware of the General Data Protection Regulations when they apply to join. They will be informed of the Hall's Data Protection Policy, the personal information that will be collected and held against their names and the use to which it will be put. Their explicit consent to the information being held and processed will be requested. They will be asked to return the completed forms with their subscriptions.

Existing members as at 24 May 2018 were made aware of the General Data Protection Regulations when they were invited to renew their subscriptions. They were informed of the Hall's Data Protection Policy, the personal information that had previously been collected and held against their names and the use to which it will be put in future. Their explicit consent to the information being held and processed was requested on their renewal forms. This was recorded on the completed forms returned with their subscriptions.

5.2 Film Club and Other Hall Events

New members will be made aware of the new regulations when they apply to join. They will be informed of the Hall's Data Protection Policy, the personal information to be collected and held against their names and the use to which it will be put. Their explicit consent to the information being held and processed will be requested. They will be asked to sign a consent form.

Consent was sought from existing members via email prior to 24 May 2018. They were informed of the Hall's Data Protection Policy, the personal information that had been collected and held against their names and the use to which it will be put in future. Their explicit consent to the information being held and processed was requested. Emailed replies were archived. Where no reply was received the data was deleted.

5.3 Hall Hire

Individuals hiring the Hall (whether in their own right or on behalf of an organisation) will be made aware of the new regulations when they make a booking. They will be informed of the Hall's Data Protection Policy, the personal information that will be held against their booking and the use to which it will be put. Their explicit consent to the information being held by the Hall will be sought. They will be asked to return the completed forms with their booking details and deposit.

The data processing procedures used by the Hall will be formally documented and made available to hirers on request.

6. Subject Data Access

Individuals have the right, at any time, to be given a copy of their personal details when they are requested, to ask for them to be amended if they are incorrect or incomplete, or to have them removed. This can be done by using the Contact link on the Hall website. A response will be given within 14 days.