



WOOLTON HILL CHURCH HALL

GDPR DATA PRIVACY POLICY

The privacy and security of your personal information is extremely important to The Church Hall Management Committee. This privacy policy explains how and why we will use your personal data to make sure you stay informed and can be confident about giving us information.

We will keep this information updated to show you how we will use your personal data. This policy applies if you are a hirer of The Church Hall, a supplier of services, a visitor, a Management Committee member, or if you contact us.

In certain circumstances we may also provide an extra privacy notice, which will always refer to this document.

We will not use the data for any other purposes without getting consent to do so, or pass it on to any third parties or sell it.

WHO ARE 'WE'?

In this policy, whenever you see the words 'we', 'us', 'our', 'the Management Committee', it refers to The Church Hall Management Committee, which falls under St. Thomas' Church, registered charity: 1173894. The aim of the charity is to promote in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

If you have any questions in relation to this privacy policy or how we use your personal data please email chairwhch@gmail.com or write to The Chair, The Church Hall, Woolton Hill, Newbury, Berkshire, RG20 9XF.

WHAT PERSONAL DATA DO WE COLLECT?

The personal data (any information which identifies you, or which can be identified as relating to you, for example name, address, phone number, email address, pictures/photos, etc.) of hirers of The Church Hall, Management Committee member, supplier of services to The Church Hall, etc. will be collected and used by us. We will only collect personal data that we need and will destroy it securely when we no longer need it.

We collect personal data in connection with specific activities such as updating you with news, events and activities concerning The Church Hall, or to get your feedback.

PERSONAL DATA PROVIDED BY YOU

This includes information you give when interacting with us. For example:

- Personal details – name, email, telephone number, picture/photo
- Financial information – payment information such as cheques and credit/debit cards
- Your opinions and attitudes - about our services.

HOW DO WE COMPLY WITH GDPR?

The Church Hall Management Committee complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

Woolton Hill Church Hall, Woolton Hill, Newbury, RG20 9XF
secretarywhch@gmail.com

- To enable us to provide a service for the benefit of the public for the use of The Church Hall.
- To administer Hirer records.
- To manage our volunteers (i.e. the Management Committee and other interested parties).
- To maintain our own accounts and records.
- To inform you of news, events and activities.
- To obtain feedback of the services that we offer.

You can give us your personal data by corresponding with us, for example by letter, email, phone or in person.

This personal data you give us may include name, address, telephone number, email address, picture/photo, or relation to The Church Hall, e.g. Management Committee member, Supplier, Hirer etc.

SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential. Outside of The Church Hall Management Committee, your data will only be shared with other members of St. Thomas' Church in order to carry out a service to other church members or for purposes connected with the church, if deemed necessary. We will only share your data with third parties outside of the parish with your consent.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Your information will remain on record until as long as is necessary for the purpose(s) for which it was collected, unless you wish to change or withdraw your consent before this time. Some financial data, Charity Commission information and minutes of Management Committee Meetings are, however, kept for six years plus the current tax year, in line with current financial practices.

YOUR RIGHTS AND YOUR PERSONAL DATA

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- To request a copy of your personal data held by the Management Committee.
- To request that the Management Committee corrects any personal data if it is found to be inaccurate or out of date.
- To request your personal data is erased when it is no longer necessary for the Management Committee to retain such data.
- To withdraw your consent to the processing at any time.
- Where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- To object to the processing of personal data.
- To lodge a complaint with the Information Commissioner's Office.

FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by the existing Consent and this Privacy Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.