

# LONG MELFORD VILLAGE MEMORIAL HALL

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Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## **Privacy Policy**

This privacy policy aligns with the UK GDPR, the Data Protection Act 2018, and expectations of the ICO and Charity Commission. Long Melford Village Memorial Hall and its committee is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data, and your rights under UK data protection law. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **Our contact details:**

Name: Long Melford Village Memorial Hall  
Address: Chemists Lane, Hall Street, Long Melford, CO10 9JQ  
Website: <https://www.longmelfordvillagehall.co.uk>  
Phone: 07379 894325  
E-mail: [lettings.longmelfordvillagehall@hotmail.com](mailto:lettings.longmelfordvillagehall@hotmail.com)

### **Sharing Your Personal Data:**

We do not sell your personal data.

We may share your data with:

- Third party service operators (e.g. bar operator) only with your permission
- HMRC for Gift Aid claims if applicable
- Regulators or authorities where legally required

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All third parties are required to respect the security of your data and process it lawfully.

## **How We Store and Protect Your Data:**

We take appropriate technical and organisational measures to protect personal data against loss, misuse, unauthorised access, or disclosure.

We retain personal data only for as long as necessary for the purposes for which it was collected, including legal and accounting requirements.

## **Our processing of personal information:**

The table in the following pages sets out:

- the individuals whose personal information we collect and process
- the nature of the information
- the source of the information
- the purpose for collecting and processing the information
- the Lawful Basis under which we collect and process the information, and
- the location where the information is stored
- the period for which the information is retained
- to whom the information may be disclosed
- how and when the information is destroyed

## **Your data protection rights:**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

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- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. Please contact us at the above address if you wish to make a request. We have one month to respond to you.

## **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to the Chair of the Management Committee at the above address. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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## Personal Information collected and processed by the Hall

Individuals	Personal information	Source of information	Purpose	Lawful basis	Storage, retention, disposal and disclosure
Trustees	Name and contact details, emails and other correspondence.	Provided to us directly by you	To ensure you receive agendas, minutes and other information regarding the management of the hall.	<b>Legitimate Interests and Legal Obligation</b> The information is necessary in order to effectively manage the charity. We are required by the Charity Commission to provide Trustees' names and contact details to them.	Stored online in our email mailboxes and/or in hardcopy. Retained for 7 years. Destroyed thereafter. Disclosed to the Charity Commission.
Volunteers	Name and contact details, emails and other correspondence.	Provided to us directly by you	To provide you with information and/or seek your assistance with the management of the hall and the activities and events for which the Committee is responsible.	<b>Consent</b> By volunteering you agree to us retaining and processing this information. You may withdraw your consent at any time and request that your data is deleted.	Stored online in our email mailboxes and/or in hardcopy. Retained for 3 years. Destroyed thereafter.

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Individuals	Personal information	Source of information	Purpose	Lawful basis	Storage, retention, disposal and disclosure
Those enquiring or subsequently proceeding to hire the hall	Name, address, email address and telephone number, the intended/agreed date, time and purpose of hire and associated emails and other correspondence.	Provided to us directly by you	To respond to your enquiry, confirm details of your reservation, and ensure that you and we each fulfil the terms of the hire agreement.	<b>Contract</b> If you enquire about hiring the hall, we need to process your personal information in order to confirm the hire agreement with you and to ensure we fulfil that contract.	Stored online in our email mailboxes and/or in hardcopy. Retained for 12 months after the final event and then destroyed. Not disclosed to third parties unless you request our bar or catering facilities, in which case your name and contact details will be passed to our bar provider (currently Stour Valley Catering).
Those to whom or from whom we make or receive payments (eg. hirers, advertisers, suppliers).	Details of payments due and/or received by us.	Provided to us directly by you and/or by our bank.	To maintain an effective system of financial controls and to keep accounting records for legal and regulatory purposes	<b>Legitimate Interest and Legal Obligation</b> As a registered charity we have both a legitimate interest and a legal obligation to keep proper financial records.	Retained with our financial records for 7 years and then destroyed. Disclosed to the Independent Examiner of our accounts.
Those enquiring about or reserving places for our film screenings or other events	Name, address, email address and telephone number and associated emails and other correspondence	Provided to us directly by you	To provide information regarding film screenings and other events at the hall and/or to reserve places for you	<b>Consent</b> By requesting information or reservations by email, you provide consent for us to hold and process your email address. You may withdraw your consent at any time.	Retained securely online. Requests for reservations will be deleted after the relevant event. Communications regarding events will be destroyed when you withdraw your consent. Not disclosed to third parties.

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Individuals	Personal information	Source information of	Purpose	Lawful basis	Storage, retention, disposal and disclosure
Those attending film screenings or other events laid on by us	Name and telephone number for NHS Test and Trace purposes	Provided to us directly by you	To provide NHS Test and Trace with details of those who attended an event if someone is reported to test positive for Coronavirus	<b>Consent</b> Government guidance recommends that venues display an NHS QR code and also have a system to collect names and contact details. It is currently not a legal requirement to provide this information and it is collected only if you consent.	Retained securely for 21 days and then destroyed. May be disclosed to NHS Test and Trace if they advise that someone attending an event has tested positive for Coronavirus.

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Individuals	Personal information	Source of information	Purpose	Lawful basis	Storage, retention, disposal and disclosure
Those advertising in or submitting editorial contributions to Melford Matters magazine	Name, address, email address and telephone number and associated emails and other correspondence	Provided to us directly by you or obtained from publicly available sources such as directories, websites and/or your advertising.	To agree advertising or content for the magazine.	<p><b>Consent, Legitimate Interests and Contract</b></p> <p>If you contact us to offer a contribution to the magazine, you <b>consent</b> to us holding and processing your data. You may withdraw your consent at any time and request that we delete your data.</p> <p>We have a <b>legitimate interest</b> in using publicly available information to contact contributors to offer space in the magazine. If you do not wish to be contacted, please let us know and we will remove your details from our records.</p> <p>If you enquire about or agree to advertise in the magazine, you enter into a <b>contract</b> with us. We hold and process your data to ensure we each fulfil our responsibilities under that contract.</p>	<p>Stored online in our email mailboxes and/or in hardcopy.</p> <p>Retained for 3 years.</p> <p>Destroyed thereafter.</p>

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Individuals	Personal information	Source of information	Purpose	Lawful basis	Storage, retention, disposal and disclosure
Those whom we contact to request quotations for, or subsequently enter into a contract for, the supply of goods or services	Name, address, email address and telephone number and associated emails and other correspondence	Obtained from publicly available sources such as business directories, websites and/or your advertising.	To invite you to supply goods or services to us from time to time or on an ongoing basis To ensure that you supply the goods and services as contractually agreed with us and that we make payments to you for those services.	<b>Legitimate Interests and Contract</b> We have a <b>legitimate interest</b> in using publicly available information to contact suppliers to obtain quotations for the provision of goods or services. If you do not wish to be considered for such contracts, please contact us and we will remove your details from our records. If we do enter into a <b>contract</b> , we need to retain your information in order to fulfil that contract.	Stored online in our email mailboxes and/or in hardcopy. Retained indefinitely to allow us to contact you as and when goods or services are required. Not disclosed to third parties.
Those using the hall premises or car park	CCTV Images	CCTV cameras and recording at the hall premises	To protect the charity's premises, assets and other interests and provide a safe and secure environment for volunteers, staff, hirers, visitors and the general public.	<b>Legitimate Interest</b> We have a legitimate interest in protecting the charity's assets and interests.	Stored on a recording device on the premises. Retained for 1 month and then deleted. Disclosed to the police if requested.

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Those submitting a Subject Access Request or other request for us to respect your rights under data protection law.	Name, address, email address and telephone number and associated emails and correspondence	Provided to us directly by you	To fulfil your request.	<b>Legal Obligation</b> Holding and processing your information is necessary in order to fulfil our <b>legal obligation</b> to consider and implement your request.	Stored online in our email mailboxes and/or in hardcopy. Retained for 1 year in case further enquiries or complaints are received. Not disclosed to third parties.