

Bishopswood Village Hall Privacy Policy

Data collected to administer the functioning of Bishopswood Village Hall is not passed to any third parties for any reason and is only used for the purpose for which it was consented and intended. Any information that we collect about you is stored electronically. It may also be printed and stored in our filing system.

In order to update and maintain the Village Hall website, the site webmaster has access to all the data contained on and processed by the website. The Village Hall Bookings and Calendar data is processed by the Village Hall Booking Secretary. The data for subscribed members of the Bishopswood Preview is processed by the editor, and data for Friends of Bishopswood Village Hall is processed by an authorised Trustee. All of these can be contacted via the contact form.

In each case, minimal data is stored depending on usage as follows:

1. On the Bishopswood Village Halls secure Microsoft OneDrive account and the Halls email system for the purposes of hall booking and calendar. These accounts are only accessible to authorised Trustees and/or their authorised representatives.
2. On the authorised processing persons personal computer for the duration of the transaction.
3. All email is processed on the Halls email system via Fast Hosts, or Authorised Outlook Account, both accessible to authorised Trustees and/or their authorised representatives.

Personal details collected for the purpose of processing contracted bookings are retained for seven years. After this, all personal information is deleted. We will keep your personal information confidential except to the extent that we are compelled to disclose it by law (for example where fraud or other crime is involved) or to comply with an instruction of a regulatory body of competent jurisdiction. To comply with the Data Protection Act 1998, we adhere to strict technical and organisational security

procedures. The personal information that we hold will be held securely to ensure no unauthorised disclosure or access takes place.

The right to be forgotten

Any individual may, on request, demand that any and all information regarding them, stored on the website, calendar or booking system be removed. Data may not be deactivated or hidden and must be deleted entirely. This may be refused if there is a legal reason for the retention of the information.