



Compton Village Hall
Registered Charity No: 200313

DATA PROTECTION POLICY

The Trustees of Compton Village Hall take your privacy seriously and will only use your personal data to administer your booking with us and to provide the service you have requested from us.

Your personal data will be handled fairly and lawfully and will not be shared with any other organisations unless, either it is for the purposes of managing the Hall or specific permission has been given.

Your personal data will be stored on a password protected computer or in a locked cabinet, as appropriate.

Your personal data will not be held any longer than is necessary

Compton Village Hall processes the following information:

- All Trustees / Committee Members – Names, telephone numbers, email addresses of Trustees
Additionally
- Chairman and Treasurer – Names, telephone numbers, email addresses and bank details of hirers and service providers
- Minutes Secretary – Historical correspondence, Minutes and archives
- Bookings Secretary – Bank details for hirers and external service providers e.g. caterers

May 14th 2018

