



# Ellingham Village Hall | Privacy Policy

November 2023

This Privacy Policy applies to Ellingham Village Hall, Charity Number 1193462 and to the website at [www.ellinghamvillagehall.com](http://www.ellinghamvillagehall.com) ("Website"). We at Ellingham Village Hall take your privacy seriously. This policy covers the collection, processing and other use of personal data under the General Data Protection Regulations ("GDPR"). It explains what personal information we collect and how we use it.

Ellingham Village Hall will collect your personal information when you make direct enquiries with us, on becoming a Trustee, on signing our Hire Agreement or by visiting our website.

For the purpose of the GDPR, Ellingham Village Hall is a data controller and any enquiry regarding the collection or processing of your data should be addressed to the Chair of Trustees, Ellingham Village Hall, Ellingham, Chathill, Northumberland, NE67 5HA.

## Information we collect

Ellingham Village Hall will always make it clear when we are collecting personal information and we will explain what we intend to do with it. We collect information where there is a legitimate interest. Your consent will be gained for us to communicate with you about hall bookings, events and functions. We do not share your personal information with third parties unless we have your express consent or unless we are to comply with legal obligations. We will never trade, rent or sell your data.

When you contact Ellingham Village Hall we will obtain information from you to enable us to contact you and / or to provide services to you either through hiring of the Hall or email information on events and news. We may collect details which include your e-mail address, name, home address and contact telephone number. This will be provided by you and therefore has been provided with your consent.

## Use of your information

Ellingham Village Hall may hold and process personal data that you provide to us in accordance with the GDPR. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. In addition, we may use the information to send you future information where you have given your consent for this.

## Trustees

For Trustees information will be collected to ensure suitability to be a Trustee in line with the Charities Commission Guidelines. Your consent will be gained to hold information and share this with the Charities Commission through completion of the Trustee Agreement Form.

## Controlling the use of your data

If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can contact us in writing at the address above.

## Security

All physical data will be held securely in a non-public location, accessible only by a Trustee of Ellingham Village Hall.

The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

## Retention of Data

Ellingham Village Hall will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that we will keep documents for a minimum period of time. These retention periods will be periodically reviewed to ensure that they remain within the law and recommended practice.

Following the retention period or where a request to destroy data has been agreed, the data will be confidentially destroyed.

## The types of data we collect on our website

**Cookies:** We use cookies to track the activity on our website and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some parts of our website.

**Google Analytics:** When someone visits [www.ellinghamhall.com](http://www.ellinghamhall.com) we may use a third party service, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

**Mailing Lists:** As part of the registration process for any e-newsletter that we send, we collect personal information. We use that information to tell you about activities you are interested in; to contact you if we need to obtain or provide additional information; to check our records are correct and to check that you are happy with any service we may provide. We don't rent or trade email lists with other organisations and businesses. You can unsubscribe to general mailings at any time.

**Customer Data:** When we work with you in any context then we will inevitably need to keep some data about you the customer, and, if applicable, your business. This data is kept securely both on and off-site. It will not be shared or posted on our website without your express permission.

### **Changes to this policy**

Ellingham Village Hall may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.

For further information about your rights, and our obligations, visit [www.ico.org.uk](http://www.ico.org.uk).