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|  | **Bomere Heath Village Hall Trust**  **Privacy Policy**  (August 2021) |

**Our contact details**

Name: Martin Speak - Chairman

Address: Village Hall, Shrewsbury Rd, Bomere Heath, Shropshire, SY4 3PD

T: 07799 462269

E: chair@bhvh.co.uk

**The type of personal information we (Bomere Heath Village Hall Trust [BHVH]) collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Data which will relate to the purpose of room hire bookings.
* From time to time data individuals’ opinions relating to consultation on the improvement of amenities and activities at BHVH.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Room hire bookings
* Organising activities at BHVH
* Public consultation / request for support in BHVH activities

We may also receive personal information indirectly, from the following sources in the following scenarios:

* Social Media posts as a result of response to marketing / information posts made on the BHVH social media platforms.

We use the information that you have given us in order to

* Gather information to enable bookings to be reserved and manage payments.
* To obtain basic information to address any risk or issues which may relate to the booking.
* To record personal information relating to support for BHVH in its charitable operating activities.
* To enable BHVH to analyse any information to improve the delivery of its facilities and any activities which may be carried out on BHVH premises.

We may share this information with any agency which has the lawful authority to request any information to enable it to carry out its lawful functions.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting The Secretary, BHVH, Shrewsbury Rd, Bomere Heath, Shropshire, SY4 3PD**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored primarily in digital format and on cloud storage operated by Google in an account held by BHVH. Hard copy material will only be retained for the purposes it was required for (e.g. pending bookings).

We keep the following information for 6 yrs.

* Martial which relates to booking for the purpose of audits or requests by the Charity Commission and / or HMRC

**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.

**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. If you make a request, we have one month to respond to you.

Please contact us at (a) above if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at

The Secretary

Bomere Heath Village Hall Trust

Shrewsbury Rd,

Bomere Heath

Shropshire

SY4 3PL

E: [secretary@bhvh.co.uk](mailto:secretary@bhvh.co.uk)

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>