



Preston Candover Village Hall

Run by the community - for the community

General Data Protection Regulation (GDPR) Policy

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers, *known as hirers*.

The trustees of Preston Candover Village Hall

Take their responsibility to care for personal data under the General Data Protection Regulation (GDPR) very seriously.

We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties.

The types of information we require to fulfil our obligations as a provider of village hall hire are all collected on one document – known as Preston Candover Village Hall ‘Booking Agreement Form’. Our lawful basis for collecting this information is contract, we need the information in order to fulfil the request to hire the hall. We collect this information from the hirer as a result of the hirer completing and agreeing to our hire agreement.

What information do we require?

Full names and addresses of the hirer including, email addresses and contact telephone numbers.

How we use this information:

Full names and addresses of the hirer including, email addresses and contact telephone numbers. So we can communicate with the hirer to ensure the booking process and the reason for hire (regular hire, party, celebration, meeting, wedding, etc.) goes smoothly. No additional copies of any contact details are made.

How long will we keep this information?

When a completed PCVH Booking Agreement Form is emailed to: bookpcvh@gmail.com the form is securely saved and the email deleted.

We keep this personal information (the completed Preston Candover Village Hall Booking Agreement Form) is securely stored for eight weeks after all essentials of the hire are concluded the form is deleted.

Third party contractor information is held securely for the length of such contracts so we can facilitate payment on completion of services and to communicate to arrange dates/times for services.

What we do when we no longer require personal information:

The PCVH Booking Agreement Form, which is the only record we hold of any personal data, is securely destroyed.

Information held for third party service providers is destroyed when services are no longer required.