

# Kirk Deighton Village Hall Privacy 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 Kirk Deighton 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 – the Kirk Deighton Village Hall Booking 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 our hire agreement.

## **What information do we require:**

Names, addresses, email addresses, telephone numbers and bank details.

## **How we use this information:**

### Names, addresses, email addresses and 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.

### Bank details:

Information obtained so we can facilitate return of any deposit provided. Make payments to third party contractors for services provided.  
No additional copies of any bank details are made.

## **How long will we keep this information:**

We keep this personal information (the Kirk Deighton Village Hall Booking Form) securely for four weeks after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeit.

When a completed Kirk Deighton Village Hall Booking Form is emailed to: [kdhallbookings@sky.com](mailto:kdhallbookings@sky.com) the form is printed and the email 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 Kirk Deighton Village Hall Booking Form, the only record holding personal data, is securely destroyed.

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