



# **BURSLEDON VILLAGE HALL**

## **GENERAL DATA PROTECTION REGULATION (EU) 2016/679**

### **Policy Statement.**

#### **Introduction**

The Bursledon Village Hall Charitable Trust and the Friends of Bursledon Village Hall are organisations that are subject to the GDPR regulation and as such must abide by it.

Wherever you see the acronym “BVH” in this notice, it refers to the Bursledon Village Hall Charitable Trust or the Friends of Bursledon Village Hall. Together they are the registered charity number 1086794.

We are committed to protecting your privacy and security and will ensure you remain informed and in control of your information. This privacy notice describes the personal data we hold and explains how and why we use that personal data. The privacy notice applies to anyone that the BVH has come into contact with in the last six years..

The BVH asks new contacts to opt in to allow us to conduct our business with you. This means you'll have the choice as to whether you want to receive communications from us and you will be able to select how you want to receive them (by email, phone, or post).

You can decide not to receive communications or change how we contact you at any time.

#### **The Personal Data We Hold**

The personal data that BVH holds may include your:

- Full name - including any salutation and post-nominals
- Postal address - including postcode
- E-mail address
- Telephone number
- Payments you have made to BVH
- Bank details if you have asked for payments BVH has made to you to be by BACS
- Mailing preference – or mailing opt-out
- Signed Gift Aid agreement

For contact records relating to a business, BVH may additionally hold:

- Business name

- Business contact details

The lawful basis under which we hold this personal and business data is that it is necessary for BVH's legitimate interest.

In addition to contact data, BVH is required by HMRC to hold archived details of annual Gift Aid claims for a period of six years. These forms hold the name, address and Gift Aid donation amount for each member for whom we have recorded a declaration of eligibility for Gift Aid. The lawful basis under which BVH holds this data is to comply with a legal obligation for exercise of official authority. For all donors, we will keep records of when and how much you give to a particular cause.

## **How we use personal data**

We only ever use your personal data with your consent, or where it is necessary in order to:

- Enter into, or perform, a contract with you
- Comply with a legal duty
- Protect your interests
- For our own (or a third party's) legitimate interests, provided your rights don't override these

We use personal data for administrative purposes in pursuit of the objectives of BVH. This includes keeping you up to date with our news and forthcoming fundraising events and may include:

- Receiving membership subscriptions and donations by cheque, bank transfer, direct debit and/or gift-aid instructions
- Maintaining databases of our volunteers, members and supporters
- Performing our obligations under contracts
- Helping us to respect your choices and preferences. This means, for example, if you ask not to receive specific or marketing material, we'll keep a record of this

## **Disclosing and sharing personal data**

We will never sell your personal data. If you have opted-in to communications, we may contact you with information about what we are doing, but these communications will always come from BVH and are usually incorporated into our own communications such as leaflets or articles in magazines or email newsletters.

Occasionally, where we partner with another organisation that may be hiring the Hall for an event, we may share information with them (for example, if you register to attend an event being jointly organised by us and them). We will only share information when necessary and then it will be the minimum required for the purposes for which you have provided the data to us.

## **Marketing communications**

BVH will ask new contacts to opt-in for marketing communications.

This means you have the choice as to whether you want to receive messages and are able to select how you want to receive them (post, phone, email).

You can decide not to receive communications or change how we contact you at any time.

For BVH, the term 'marketing' implies contacting members and supporters with news and information about:

- Our charity, our interests and our campaigns
- Appeals and fundraising
- Our events and activities
- Leaving a legacy

When you receive a communication, we may collect information about how you respond to or interact with that communication and this may affect how we communicate with you in future.

We may use simple selection techniques to ensure communications are relevant and timely and to provide an improved experience for our supporters. For example, we may choose to target a specific mail campaign at members and supporters in specific postcode areas.

## **Newsletters**

Newsletters may be sent out to you from time to time, and we will do this unless you specifically ask us not to.

## **Fundraising**

As a charity, we rely on donations and support from others to continue our work. From time to time, we may contact our members and supporters with fundraising material and communications.

As with other marketing communications, we'll only contact you specifically about fundraising if you haven't opted out for receiving marketing from us.

## **How we protect data**

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to our use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information.

All electronic forms that request financial data will use the Transport Layer Security (TLS) protocol to encrypt the data between your browser and our servers.

If you use a credit card to donate or to hire the Hall, we will only collect the relevant payment information needed for the transaction. We will not request pin numbers or bank security information. The relevant details will be transferred securely using TLS in order to process the payment.

Note that we cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the users own risk.

BVH's business is based solely in the UK and we store our data within the European Union. Some organisations which provide services to us may transfer personal data outside of the EEA, however these transfers will be subject to adequate data protections.

Under the General Data Protection Regulation (GDPR), we are required to make sure that we use and store information for as long as it is required and for the purposes for which it was collected. How long information will be stored depends on the information in question and what it is being used for.

We will regularly review the information that we hold and delete what is no longer required.

Further detail relating to the storage and processing of personal data is held in BVH's internal Data Protection Policy document. If you would like a copy of this document, please send an e-mail to the Secretary whose address is at the end of this document. He will ask you to send an A4 envelope including 'large' postage to an address you will be given.

## **Your Rights**

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- You have the right to ask us not to retain your personal data
- If you have not opted out, you have the right obtain a copy of the personal information we hold (this is known as subject access request)
- You have the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
- You have the right to have inaccurate data corrected
- You have the right to object to your data being used for marketing or analysis
- Where technically feasible, you have the right to see personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to comply with your wishes, there may be situations where we are unable to do so.

## **Links to other websites**

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites.

If an external website requests personal information from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by BVH's Privacy Notice. We recommend that you read the privacy notice of any website before providing any personal information.

We do not at present operate any social media pages (including Facebook, Twitter and YouTube), but we may do so in the future. Although this notice covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read the privacy notice of the social

media website before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

### **Changes to this Privacy Notice**

We'll amend this Privacy Notice from time to time to ensure it remains up-to-date and in line with BVH's Data Protection Policy and accurately reflects how and why we use your personal data. The current version of our Privacy Notice will always be posted on our website.

### **Contact details**

Any questions and requests for action should be sent by e-mail to the Secretary at [david@rhughes.net](mailto:david@rhughes.net)

This Privacy Notice was last updated on 17<sup>th</sup> of April 2018.