

# All Saints Community Hall

Station Road, Melbourn, Cambridgeshire, SG8 6DX  
Charity number 1168855

## Privacy Notice

### 1. Introduction

This privacy notice has been prepared in response to the needs of the General Data Protection Regulations (GDPR) and applies to 'All Saints Melbourn Community Hall' hereinafter called 'the charity' covering all personal data collected, stored, used (processed) and deleted by the charity.

### 2. Collecting information

Only necessary personal information is collected about prospective and current hall users, service providers, members and trustees. Public CCTV is in operation 24 hours a day 7 days a week that records the movement of persons inside and outside the hall and will include uninvited persons entering the hall and grounds.

### 3. Using personal information

Personal information is used for the purpose of administration for maintaining records of hall bookings and managing the booking and billing arrangements for users of the hall together with associated statistical analysis. Personal information about members and trustees is used to provide information for communication and identification of status for the electoral and procedural affairs of the charity. Personal trustee information is also used to provide information requests from government organisations or departments. CCTV recordings are used for security and safety purposes. Requests for third party processing (use) of personal data will be reviewed for appropriate consents before processing.

### 4. Disclosing personal information

Information collected for hall bookings is kept securely on the Hallmaster booking system server and will not be disclosed to other persons except for:

- the limited details of booked events published in the Weekly Diary or Public Event List posted on the Melbourn Community Hall website in accordance with the level of disclosure specified by the hirer at the time of making a booking request as shown in the Booking Request Form; and
- relevant and necessary personal information disclosed to others for the purpose of managing the hire of the hall or for the governance or administration of the charity.

CCTV recordings will be released to the Police, local education establishments or local government where criminal or anti-social behaviour is suspected.

### 5. Retaining personal information

Personal information will only be retained whilst there continues to be a need, which for most data will not exceed 6 years. This allows for the statutory requirements for the retention of records.

### 6. Security of personal information

Personal data will generally be held electronically using encrypted processes for electronic transfer. Hire Agreements are held on our database and paper copies only made available to the named responsible person in the Hire Agreement. Only authorised persons of the charity are permitted access to personal information collected for the preparation of the hire agreement.

### 7. Amendments

This Privacy Notice shall be reviewed periodically and updated accordingly.

### 8. Your rights

You have a right for personal information to be kept secure and not disclosed to others except where this is necessary for the administration of the charity as identified in this privacy notice. You have a right to expect personal information to be processed fairly. You have a right to request details of your personal information (but not someone else's) held by the charity. You have a right to request a compliance assessment from the Information Commissioner but we ask that you contact us in the first instance to review any concerns you may have.