

# **KENNET VALLEY VILLAGE HALL**

**OVERTON ROAD, LOCKERIDGE, MARLBOROUGH, WILTS. SN8 4EL**



Chairman: Mr. B.G. Rayment, Castle Cottage, Lockeridge. SN8 4EL

Treasurer: Mr. D.Throup, Longmynd, Rhyls Lane, Lockeridge. SN8 4ED

Booking Secretary: Mrs C Stimpson. Rookery Meadow. Lockeridge. Tel: 01672 861373

## **Data Protection Statement**

This statement describes the Hall's responsibilities to its users with respect to our use of your personal information under GDPR ( General Data Protection Regulations)

- The Kennet Valley Hall uses a secure cloud based booking system that is only accessible to officers of the Kennet Valley Hall.
- We only will only request enough information to process your hire request. This will include an organisation's name, a contact name, address and phone number.
- The Kennet Valley Hall does not request or store any financial data in the course of a hirer making a booking. There is no requirement in our hiring process for the user to divulge any financial information.
- Information on payments made to the Kennet Valley Hall that appear on bank statements and banking transactions will be kept as required by UK legislation.
- No personal information relating to a booking will be displayed on our publicly accessible calendar.
- Paper records of bookings are kept securely until the booking is completed and then they will be securely destroyed as soon as is practical.
- Any supplied information held on the booking system will be deleted two years after the most recent booking.
- We will never pass on your details to any third party unless there is a requirement in law to do so.
- You may request that your information is deleted from our booking system by written request to [admin@kvh.org.uk](mailto:admin@kvh.org.uk) or in a letter to the Treasurer at the address above.
- You may request a statement showing the information we hold on you by written request to [admin@kvh.org.uk](mailto:admin@kvh.org.uk) or in a letter to the Treasurer at the address above.

The Kennet Valley Hall Management Committee May 2018