

# **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 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 require 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. However hirers may offer their account details to simplify the return of monies in place of a cheque but this is not mandatory.
- 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