

Teign Valley Community Hall is committed to protecting your privacy in accordance with GDPR.

This Privacy Statement was last reviewed in January 2024. This Privacy Statement covers any email and contact lists and other records held by the Teign Valley Community Hall (TVCH).

Data Protection

We will never share your information with another organisation for their own marketing purposes. We will never sell your information. We will be clear, honest and transparent regarding information we collect, and ask for specific consent from you when necessary.

When do we collect information about you?

We only store data that you have given us directly via web page form, email, emailed or paper surveys, phone, letter, sign-up sheet or in person.

What information is collected from you and why?

Hall users: we collect the information we need to process room or equipment hire contracts, normally name, address, email and phone number and where applicable, the name of the group or organisation that you represent.

Fundraising (including the monthly prize draw): we do not routinely collect or store personal information on our donors but where donors have chosen to identify themselves to us we keep a note of their name and contact details so we can acknowledge their donation and seek further support as and when necessary. In the case of large donations made for a specific purpose, we update donors on how their donation has been spent. We do keep names and contact details for participants in the monthly fundraising draw so we can contact prizewinners and remind participants when their subscription is due for renewal.

Where donors have made a direct transfer to our bank account, our bank statements will show the account name from which the payment has originated.

Volunteers (including management committee members / Trustees, maintenance and security volunteers): we ask for your name, address, email address, and phone number(s). Once you've signed up as a volunteer, we will store your information for as long as you continue to volunteer for the hall on a regular or occasional basis after which we will keep your personal information for no more than two years. For management committee members (trustees and community organization representatives), where we conduct our business via email, we will only make your email address visible to other members of the committee in order to allow the committee to conduct its business effectively, unless we have your permission to make your email address more widely available. No committee member may pass on your email address to anyone who is not also a committee member without your permission. Invitees and attendees at meetings who are not committee members will normally be included in email correspondence using the bcc (blind copy) function.

Everyone: Our web page automatically collects anonymous information about your visits to our web page including your IP address, geographical location, browser type, referral source, length of visit and number of page views. This information will remain anonymous and cannot be linked to you individually. Such information may help to inform us about how best to organise our web page and communications.

Why do we collect information about you?

We may use your personal data for one or more of the purposes listed below depending on the type of interaction you have with TVCH and the consent you have given for the way we can use your data.

- Campaigning, Promotion and Fundraising: Our communications are to keep you up-to-date with our latest work, relevant events and useful information and reports. We may also ask you to take part in surveys, fundraise/donate or provide feedback.
- Delivery of services: Delivery of our activities requires the recording of our volunteers' and hirers' contact details, communications and records of all financial transactions.

Consent

Personal information is collected based on legitimate interest and/or individuals' consent.

Information is processed based on legitimate interest, that is, to enable us to carry out our business of hiring out rooms and maintaining and running the community hall.

We will only send promotional material by email to those who have given consent, usually to send you updates on TVCH activity such as refurbishment work but occasionally to invite you to an event, ask for a donation, to complete a survey or provide feedback.

You can withdraw your consent to receiving our promotional material at any time by contacting: tvch@btinternet.com

Legitimate interest

The law allows personal information to be collected and used if it is reasonably necessary for our legitimate activities at TVCH. These activities are fair, balanced and do not unduly impact individuals' rights.

Storage of data

Unless still required in connection with the purposes for which it was collected, such as a particular campaign or continued volunteer services or a reference on a bank statement or other documents which must by law be retained for a longer period of time, we will usually remove your personal details no more than two years after the date it was collected. Data is reviewed regularly. You can exercise your 'right of erasure' to have your personal information removed completely and immediately from our records. All data will be stored securely in electronic format using modern software that is kept-up-to-date and password protected, with appropriate back-up recovery. Only the necessary people within TVCH will have access to your data and appropriate protocols are in place to avoid unauthorised sharing of information.

What are your rights?

- Right to be informed: you have the right to be told how your personal information will be used.
- Right of access: you can ask what information we hold on you and request a copy.
- Right of erasure: you can request that all your personal information is deleted from our records.
- Right of rectification: if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated.
- Right to restrict processing: you have the right to ask for processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage.
- Right to data portability: you may ask us to provide your information to you, or another service provider, in a machine-readable format.

If you have any queries or concerns about what personal data we hold for you or how it has been used, please contact us at tvch@btinternet.com