

PRIVACY POLICY (GDPR)

Charity Name: Cutthorpe Village Hall (2018)

Registered Charity Number: 1178021

Effective Date: February 2026

Next Review Date: February 2029

1. Introduction

Cutthorpe Village Hall (2018) is committed to protecting the privacy and security of your personal data. This policy describes how we collect and use personal information about you in accordance with the UK General Data Protection Regulation (UK GDPR).

2. The Data We Collect

We may collect, store, and use the following categories of personal information:

- **Contact Details:** Name, address, telephone number, and email address.
- **Financial Information:** Bank details (only if provided for deposit refunds).
- **Booking History:** Records of your past hires and hall usage.
- **Trustee Records:** Information required for Charity Commission filings (e.g., date of birth).

3. How We Use Your Data

We will only use your personal information when the law allows us to. Most commonly, we use it to:

- **Perform a Contract:** For example, processing your hall booking and managing your hire agreement.
- **Legal Obligation:** For example, maintaining records for tax/accounting or Charity Commission compliance.
- **Legitimate Interests:** For example, sending you information about the Annual General Meeting (AGM) or hall improvements.

4. Data Sharing

We do not sell your data to third parties. We only share your data:

- With the **Charity Commission** (for Trustees only).
- If required by law (e.g., for insurance claims or police investigations).

- With our web/software providers (e.g., a booking system), provided they are also GDPR compliant.

5. Data Security & Retention

- **Security:** We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorized way.
- **Retention:** We only keep your data for as long as necessary.
 - **Booking forms:** Usually kept for 6 years (for financial/insurance audit purposes).
 - **Trustee details:** Kept for the duration of your service plus statutory limits.

6. Your Rights

Under the UK GDPR, you have the right to:

- **Access** a copy of the data we hold about you.
- **Correct** any inaccuracies in your data.
- **Request Erasure** (the "right to be forgotten"), provided the data is no longer needed for legal or contractual reasons.

7. Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact the **Secretary of Cutthorpe Village Hall (2018)**.