

## GDPR

**Melmerby Village Hall** [www.melmerbyvillagehall.co.uk](http://www.melmerbyvillagehall.co.uk)

Registered Charity 520345

Church Road, Melmerby, Penrith, Cumbria CA10 1HB

[melmerbyvillagehallcumbria@gmail.com](mailto:melmerbyvillagehallcumbria@gmail.com)

01768 881464



Melmerby Village Hall recognises the General Data Protection Regulation (GDPR) of May 2018. The new regulation seeks to focus on the individual and how that individual's data is used and processed. This policy sets out how this is achieved. Melmerby Village Hall respects your privacy and realises the importance of keeping your personal information secure.

### How We Collect Data:

- From our interactions with you whether over the phone, in person, in writing, or through our website or emails. Specifically:
  - Requests to the Village Hall Committee via the website.
  - Subscribers to our events promotional emails.
  - Subscribers to the Village Hall Lottery.
- The information which we collect in this way will typically include your name, email and/or postal address.

### How We Use Your Personal Data:

- To communicate with you regarding hire of the hall.
- To communicate with you to provide information on upcoming events organised by the Village Hall Committee.
- To communicate with you regarding the results and administration of the Village Hall Lottery.

### Sharing of Personal Information:

- *We will NEVER share or sell your personal information to third parties for their benefit.*

### How We Protect Your Data:

- Emails are accessed by the Village Hall Secretary, Bookings Secretary and Web Administrator. Access is password protected.
- Our emails to promote Village Hall events are sent via a marketing automation platform administered by the Web Administrator. It is password protected.
- Data from the Village Hall Lottery is shredded securely after the closing date for entry.

### Retaining Your Personal Information:

We will retain your information for as long as you have an active relationship with Melmerby Village Hall. If you cease to have an active relationship with us or request to receive no further contact, we will ensure your information is securely deleted and/or destroyed.

You may opt out of receiving specific information and types of messages from us by notifying us through the contact points listed below, or by following the opt-out instructions on any email you might receive from us.

You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time. This can be done via:

### Contact Information

- Through the booking secretary – 01768 881464
- Through the website [www.melmerbyvillagehall.co.uk](http://www.melmerbyvillagehall.co.uk) where there are booking and contact forms.
- Email [melmerbyvillagehallcumbria@gmail.com](mailto:melmerbyvillagehallcumbria@gmail.com)

Policy Implemented	
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2020