

# **Llangunllo Community Hall**

## **Privacy Policy**

### **Introduction**

Your privacy is important to Llangunllo Community Hall (LCH). LCH may need to collect information from you in order to tell you about our activities, events and services. If you are a hirer of Llangunllo Community Hall, LCH may need to hold data about you for invoicing purposes, and as part of your hirer agreement.

### **Types of information**

LCH may collect your contact details (e.g. name, address, phone number etc.) so that they can contact you in regard to any hirer agreement or event. LCH may collect financial details so that they can make or receive payment from you for goods or services. LCH may collect anonymised information about diversity to help us monitor our accessibility.

### **Your consent**

LCH needs your consent to hold data about you. Any forms or documents that LCH need you to complete (digitally, manually or over the phone) will ask for your consent and be clear about what the information will be used for if you choose to provide it. There will be some circumstances where LCH are only able to provide you with services if you consent to providing necessary information, for example, room bookings.

### **Your right of access**

You have a right to ask LCH what information LCH hold on you, and to ensure that it is accurate and up to date, and to have it rectified if it is not. LCH may ask you if there have been any changes to your data so that your information can be kept up to date. If you are concerned about what information LCH hold on you or would like to update information that LCH hold on you, please contact LCH's secretary. LCH will process your request within one calendar month of receipt of your request.

### **Storing your data**

All physical data is held securely in a non-public location, accessible only by the designated trustees and secretary of LCH. Where data is stored electronically, LCH will ensure that any devices are password protected and encrypted.

### **Disposal of data**

You may request data held about you to be destroyed. If LCH agree to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. LCH will notify you in writing to confirm when and how it has been destroyed or permanently erased. LCH may not agree to disposal of certain data if LCH have a legitimate or legal need to retain it. Where there is a legal obligation, LCH will keep a record of destruction of data.

## Retention of personal data

LCH will not hold personal data for longer than necessary. There are certain legal requirements or recommendations which mean that LCH will keep documents for a minimum period of time. Some of these documents may contain personal data. These include but are not limited to those listed in the table below. LCH will review these retention periods annually to ensure that they remain within the law and recommended practice.

External organisations (e.g. Charity Commission) may also keep information LCH lawfully provides for periods of time determined by them.

Data Source	Retention Period	Example
Receipts and invoices	Kept for 6 years from the end of the current financial year	Suppliers invoice
Booking/hirer information (may include some personal information)	Kept for 3 years	Hirer agreements
Hirer invoices (may include some personal information)	Kept for 6 years from the end of the current financial year	Hirers invoices
Management Committee, Trustee Meeting and AGM Minutes (may include some personal information)	Stored for an indefinite period, for reference purposes. AGM and Management Committee minutes to be displayed on the notice board in the Hall for 2 weeks following a meeting	Minutes from meetings
Trustee, employee, volunteer information (may include personal information)	Necessary information to be retained for the duration of service	Trustee declaration, ID documents
Trustee information (may contain trustees' personal information)	May be kept by the Charity Commission	Annual Return
Financial donor and Gift Aid records (may contain donor's personal information)	Kept for 6 years from the end of the current financial year	Gift Aid declaration
Mailing/contact/consent lists (may include personal information)	Kept for 3 years	Event attendees lists/photo consents
200 Club Donors (contains donor personal information)	Kept for as long as the donor remains in the draw	200 Club donor list

## Sharing of data

LCH will not share your information with third parties, unless LCH are legally obliged to, or there is a risk of harm to you or another, for example, in a safeguarding situation.

## Promoting a culture of data protection

LCH will have data protection as a standing agenda item at its ordinary meetings to ensure that any issues or concerns are addressed by trustees. All new trustees, staff and volunteers, as part of their induction and ongoing training, will be briefed on LCH's data protection arrangements.

## Document version control

Version No.	Review Changes	Author or owner	Date
1.0	First version	Lynn Clark	13/12/23