



DATA PROTECTION PRIVACY NOTICE

The Board of Trustees of Pitstone Memorial Hall (PMH) collect and use your personal data in accordance with applicable data protection laws.

PMH will collect and use your personal data for the administration and management of day-to-day aspects of your hire. More specifically, your data is collected when you enter a booking within Hallmaster, or as provided directly to us by post, email, text or telephone. We sometimes need to obtain further detail from you, for example your insurance arrangements, or bank details for repayment of refundable deposits.

PMH uses your data for:

- i. the administration of the hire contract PMH has entered into with you, including invoicing arrangements;
- ii. for arranging necessary payments to you;
- iii. complying with applicable laws and regulations.

On occasion, PMH will collect and use your data to comply with a legal obligation; or for PMH's legitimate interests (or those of a third party) if this does not go against your interests and fundamental rights; and/or where PMH has your free and explicit consent, which PMH would approach you for specifically.

PMH retains your personal data for as long as required to satisfy the purpose for which it was collected and used, unless a longer period is necessary for legal reasons. Usually, PMH will retain your data for 18 months from your hire date; bank details will be deleted from our online banking provider when the payment for which they were provided has been made. However, longer statutory retention periods apply to certain financial records.

PMH will take reasonable steps to ensure that your personal data is secured. Further, PMH takes steps to limit access to your personal data to those persons who need to have access to it for one of the purposes listed in this Notice. PMH ensures that any third party processing your personal data equally provide for confidentiality and integrity of your data in a secure way.

In addition to the above, PMH operates a licensed CCTV service which is clearly signed around the outside and inside the building. Information obtained is stored securely and accessed only by the names shown on this policy, and the company operating the system.

You have various rights over your data that we hold, including the right to access it and ensure it is correct or to make a complaint. For further information regarding your rights, or to exercise any of your rights, please contact Julie Harris, Hall Bookkeeper (Data Champion) hallbookkeeper@pitstone.co.uk or Emma Russon, Hall Manager hallmanager@pitstone.co.uk