

Hedge End Village Hall

Privacy Notice (GDPR)

Hedge End Village Hall (Charitable Incorporated Organisation – proposed)

1. Who we are

Hedge End Village Hall is a charitable organisation providing facilities for community and charitable activities. This Privacy Notice explains how we look after personal information in a clear and proportionate way, suitable for a small community charity and consistent with Charity Commission expectations for a CIO.

2. What information we collect

We only collect personal information that is necessary to run the charity and manage the use of the hall. This may include:

- Names and contact details
- Booking and hire information
- Trustee, volunteer, and committee contact details
- Correspondence with us

3. How and why we use your information

We use personal data only to:

- Manage bookings and enquiries
- Communicate with hirers, users, trustees, and volunteers
- Meet legal and regulatory requirements
- Maintain appropriate financial and administrative records

We do not use personal data for marketing.

4. Lawful basis

We process personal data using one or more of the following lawful bases:

- Consent
- Legitimate interests in running the charity effectively
- Legal obligations

5. Keeping information safe

We take reasonable steps to keep personal information secure. Access is limited to trustees or volunteers who need it, and data is kept only for as long as necessary.

6. Sharing information

We do not sell personal data. Information is only shared where required by law or where necessary for professional or regulatory purposes.

Hedge End Village Hall

7. Your rights

You have the right to request access to, correction of, or deletion of your personal data, where appropriate.

8. Contact details

For questions about this notice or your data, please contact:

Hedge End Village Hall

Email: bbfair2002@yahoo.co.uk

Address: Allotment Rd, Hedge End, Southampton, SO30 4AF

9. Updates

This notice may be updated occasionally to reflect changes in law or the charity's structure.