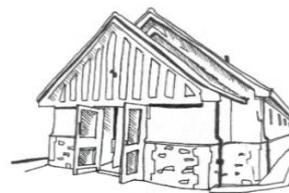


WOODHOUSE COMMUNITY HALL TRUST



Privacy Summary

Woodhouse Community Hall Trust looks after the village hall and needs to keep some personal information to run bookings, manage the building safely, and stay in touch with people who use the hall. We only collect what we genuinely need, and we do our best to keep it safe.

What personal information we collect

Depending on how you interact with us. We may collect:

- Contact details such as your name, address, email address and phone number
- Booking information such as event details, invoices/ receipts and messages about your hire
- Photos (e.g. at events) where we have your permission
- CCTV footage (if in use) for site security
- Health and safety or incident details if something goes wrong at the hall
- Safeguarding information if we have a concern about a child or adult at risk
- Trustee or employee information where relevant to running the Trust

Why we collect it

We use personal information to deal with enquiries, manage bookings, keep the hall safe, meet legal duties, send updates where you have agreed, and handle complaints or insurance if needed.

How we store and protect your information

Information is stored securely using password-protected systems and locked storage for paper records. Access is limited to authorised people only.

Who we share it with

We do not sell your information. We only share it where necessary, for example providers, emergency services, insurers, or legal advisers.

How long we keep it

We keep information only for as long as needed. This ranges from around one year for enquirers, up to six years for booking records, and longer for safeguarding or trustee records where required by law.

Your rights

You can ask us to see your information, correct it, delete it in some cases, restrict how it is used, or object to certain uses such as marketing.

Contact

To ask questions or exercise your rights, please contact the WCHT Data Protection lead. Details are available on our website or noticeboard.

If you are unhappy with how we handle your information, you can contact us or complain to the Information Commissioner's Office (ICO).

Policy Implemented: March 2026

Review Due: March 2028

A handwritten signature in black ink, appearing to read 'R. O. O.', is written over a horizontal line.

Signed:

Position: Chairman

Date: 01/03/26