



East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS

Charity Number 267969

General Data Protection Regulation (GDPR) Policy

The Trustees / Management Committee of East Worlington Parish Hall consider data protection to be of the utmost importance.

Website

- i. We use the BT Community Web Kit to create our website. BT cookies policy is below:

'To provide this facility the website uses the following cookies which have been categorised by BT as 'strictly necessary' using the ICC UK guide of cookie categorisation.

- [ASP.NET SessionId](#): This is the ASP.NET framework 'session cookie'. Please note that because BT doesn't control the content of this website it is possible that other cookies will also be used, these are the responsibility of the organisation the site represents and not BT.'
- ii. East Worlington Parish Hall Committee does not use any other cookies to collect information.
 - iii. The Cookie Policy is available on web-site with a link from each page.
 - iv. The Parish Hall web-site is primarily a source of information about the Parish Hall, its business, hiring and booking arrangements, specific projects and publicity supporting events and activities organised by the Parish Hall Committee. Its strategies and policies are also available to download.
 - v. The site can be used by anyone to view the availability of the Hall, but the only information shown depicts the date, event and the Hall's availability, there is no other detail displayed.
 - vi. All data protection issues are currently dealt with by the Parish Hall Committee Chair who can be contacted at chair@ewph.uk

Bookings

- i. The personal data required to be collected as part of the booking process is the contact information necessary to complete the booking (name, address, telephone and email address);
- ii. When anyone books the Hall, this information must be provided by the Hirer (or someone acting on their behalf) in order to complete the booking. East Worlington Parish Hall is entering a Contract with the individual (the Hirer), therefore processing of the personal data is necessary for the performance of the Contract to Hire East Worlington Parish Hall.
- iii. Hirers may be contacted by email and/or telephone in the process of making and confirming the booking.
- iv. Other notes recorded on the Booking may include price confirmation or specific instructions.
- v. When a booking is made an entry will be made in the Booking Database.
- vi. Access to the Booking Database is restricted to authorised members of the Management Committee who are permitted to book, amend or cancel for any Hirer.

Parish Hall Email Distribution List

- i. We maintain an email distribution list to provide information about the Parish Hall, specific projects and forthcoming events and activities.
- ii. We use Google mail and have discrete account for the Parish Hall and Parish Hall use only.
- iii. We only store the email address and name of each person.
- iv. All people on the list have to give their permission for their information to be stored and used.
- v. We do not share specific email addresses with any third party.
- vi. We do not share any specific email addresses with other people on the distribution list. All emails are sent bcc.
- vii. On each email sent we provide an opportunity for the recipient to reply to request removal from the list. We guarantee to remove any person from the Email distribution list that makes this request.
- viii. Unless requested to remove or erase an email address, it will remain on the list indefinitely.
- ix. It is the responsibility of each person to update on any changes to email addresses by emailing chair@ewph.uk
- x. We remove any email address that bounces 3 times in succession.
- xi. However, any recipient can email the chair@ewph.uk and request:
 - Removal / Erasure
 - Rectification
- xii. Confirmation of erasure will be sent to the recipient requesting removal.

Contacts

- i. For any queries relating to data held or processed by the Parish Hall, please contact the Chair at chair@ewph.uk
- ii. Alternatively by post to The Chair, East Worlington Parish Hall, East Worlington, Crediton, Devon EX17 4TS

Approved 10th May 2018
Reviewed Annually