

The Owslebury Parish Hall

Registered Charity No. 301913

Privacy Statement - May 2018



The General Data Protection Regulations (GDPR) come into force on 25th May 2018 and requires that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual.

Owslebury Parish Hall Management Committee is the controller of your data.

Data Held

Paper format

Completed booking forms are held on file by the Treasurer. Details of the booking, name and a contact number will be written into a diary held by the Booking Secretary and another held by the Caretaker.

Electronic format

Names, addresses and invoice details are held on the PC of the Treasurer. These are backed up to Google Cloud.

What we do with it

- The data we hold will be used to contact you with regards to your booking of the hall including but not limited to invoicing, set up requirements, payment queries.
- We will never use your contact details for any other reason than your booking unless you give us your specific permission to do so.
- Your contact details will not be shared with anyone else unless there is a legal obligation to do so.
- All reasonable steps are taken to ensure your data is processed and stored securely.

Individual Rights to the Data Held

If you wish to change or delete the information we hold about you, or if you have any concerns about your data, please contact the Treasurer directly.

You have additional rights regarding the data stored about you. You can read about them here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Reporting a breach of rights or security

If you believe your data rights or security have been breached, please contact the Treasurer immediately on oph treasurer@gmail.com .