

Tremayne Hall Management Committee

## Privacy Policy

Registered Charity No: 1063268

### 1. Introduction

We need to collect and use certain personal information in order to carry on our work of managing The Tremayne Hall, Mylor Bridge. However, we are committed to protecting the rights and privacy of individuals. This statement sets out what information we collect and why, how we use store and protect it, and what data protection rights everyone has. It may be read alongside the overall Data Protection Policy of the Tremayne Hall.

### 2. Contact Details

Tremayne Hall, Lemon Hill, Mylor Bridge, Cornwall TR11 [w.w.w.tremaynehall.org](http://w.w.w.tremaynehall.org)

Any questions should be directed to [tremaynehallbookings@gmail.com](mailto:tremaynehallbookings@gmail.com)

### 3. The Information that is collected and how it is used

The information we collect and process falls into the following categories:

**Bookings Data** : This includes name, address, phone number and email address as supplied by the prospective hirer after an initial enquiry. Details of the event and reasons for hire will also be collected. The information will be used to manage the booking and maintain contact with the hirer.

**Public events** eg fundraising, meetings, clubs, classes, concerts and other events may be displayed on the website and will show details and contact information as supplied by the organiser. Details of private events will not be displayed.

The lawful basis for processing this data is that we are entering into a contract with the hirer of the facilities that they wish to book or in the case of general enquiries the lawful basis is consent.

**Details for promoting events and activities** will be name and email only. It will be supplied by individuals who have explicitly consented to the information being kept and published, the lawful basis being consent.

**Trustee data** includes name, address email and telephone numbers plus date of birth which we are required by law to notify to the Charity Commission and also need to maintain effective communication with and between Trustees. We may also record any relevant skills to help with managing projects or handling specific roles. Only names and organisations represented or posts held will be publicly displayed, the lawful basis being consent and legal compliance.

**Bank details** including name and number of account and sort code will only be collected and used with explicit consent for the direct payment from the hall's bank account for the payment of bills against invoices or refunds against receipts, the lawful basis being consent and legal obligation.

**Supplier data** includes name, address, telephone number and email address as provided by the supplier or as obtained from publicly available sources to help communicate for the purchase of goods or services, the lawful basis being that we may be preparing to enter into a contract for the purchase of those goods or services.

**Club and Group** data will include name of the group, club or organisation and the purpose of the activities covered, including contact details as provided by the group or club for the promotion of their event or activities via the website or other notices, the lawful basis for which being consent.

**Disclosure of data** to third parties or individuals will only occur when we are obliged by law, for the purposes of national security, taxation or criminal investigations and the following situations:

- Bookings data may be shared with another trustee such as Chair, Treasurer or Secretary for instance where bookings involve licensable activity, particular requirements or to confirm new or unusual bookings.
- Supplier details may be shared within the committee as when considering tenders or quotations.
- Bank details will be shared, usually between the Booking Officer and the Treasurer or persons responsible for finance and banking, in order to approve payment through the hall's bank account (two signatures required)
- Trustee data is shared with the Charity Commission as this is a legal requirement.
- Some documentation may be kept in 'Cloud' Storage. This is sharing in a purely technical sense as those services are delivered by third parties and requires data to be held, at least temporarily, on their servers. The data is still private as this technical sharing does not give permission for those providers to read or access the data held.
- Where individuals have expressly given their consent for their data information to be shared.

We do not and will not sell any personal data

#### **4. How personal data is stored**

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect. Paper based data including Trustee declaration forms, signed booking forms and invoices is held in files by the Trustee responsible and not open to general view. Electronic based data including booking requests and email lists is only stored and accessed using password protected computers and devices.

**Bookings data** provides support for financial transactions so will be retained for 6 years to comply with financial audit requirements. After that point it will be destroyed/deleted.

**Email addresses** may be collected and stored in a distribution list to enable information on events and other hall activities to be sent (by Blind Carbon Copy) to interested parties. This data will only be collected and used for this purpose with the express consent of the individual. It may be that such a list will be gathered and maintained via our website [www.tremaynehall.org.uk](http://www.tremaynehall.org.uk) using a specific service provider. In which case such data will be maintained and protected securely by that provider in accordance with their privacy regulations. In either event, information in email distribution lists will be kept on those lists until the data subject requests that their email address be removed. Other email addresses for internal communication or with hires and suppliers for example will only be obtained for the purposes obtained and intended.

The hall also uses dedicated email addresses for communication with hirers and website users and to facilitate sharing of information within the committee and with employees or volunteers and to communicate with hirers, suppliers, local authorities, charity commission, appropriate organisations etc. All email accounts are password protected and email, web service and cloud

storage service providers have very strict data protection policies and highly secure IT hardware and infrastructure.

Trustee data is a legitimate historical record of the Charity and will be kept indefinitely.

Adopted May 2024

Review May 2025