

Parish of Exning with Landwade
Exning Community Church Hall – Privacy & Data Protection Policy for Bookings

The GDPR, the General Data Protection Regulation, has been in operation since May 2017 and has been enforceable since 25th May 2018.

Exning Community Church Hall will be hereinafter referred to as “The Hall”.

You agree to your personal data being held as a condition of booking, or making an enquiry about a booking, either for a regular booking or a booking for a specific event, as part of an organisation or in a private capacity.

The Hall will comply with the requirements of GDPR in line with its Privacy Policy, in the following way:

1) Information about you/ Why we need this data

- a. We need these data to enable us to manage your booking and invoice you.
- b. What personal data will we collect?
 - i. Some or all of the following may be required (as appropriate): Full name, Postal Address, Email address, Phone numbers. These data are required to facilitate communication about the booking and invoicing you for payment.
 - ii. We may also hold information on the type of event and approximate numbers
- c. Where and how it is stored:
 - i. On paper and/or electronically held securely by the Hall Bookings Manager.
- d. Who can view it / what they can view:
 - i. Any of the above data may be seen by:
 1. The Hall Bookings Manager.
 2. On occasions by other members of the Hall Committee (e.g. in case of illness or other absence by the Hall Bookings Manager.)
 - ii. Emails to multiple addressees will be sent using “bcc” to prevent your email being shared.

2) You may provide data in a number of formats

- a. e.g. on paper, by phone, by messaging, online, etc

3) You have the right to:

- a. See what information we store about you, by request to the Data Protection Officer (DPO see section 6), and we will provide this within one month.
- b. Have your data deleted
- c. Change details of the data
- d. Have a copy of this Policy on request to the DPO and provided either electronically or on paper.

4) Your data will not be shared with others.

5) We will retain the information:

- a. If you hire the hall for a one-off event, we may retain your data for up to 7 years after the date of the event
- b. If you hire the Hall on a regular basis, we may retain your data for up to 7 years after the date of your last booked event.

- c. If you make an enquiry which does not result in a booking, we may retain your data for up to a month from your initial enquiry, unless you explicitly give consent for a longer retention.
- 6) **The Data Protection Officer** is Mrs Kimberley Day at 28 Laburnum Close, Red Lodge, Bury St Edmunds, Suffolk IP28 8LR or by email Belladay49@outlook.com.
- a. Contact her, in the first instance, to exercise all relevant rights, queries of complaints.
 - b. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Agreed by the Parochial Church Council of the Parish of Exning with Landwade January 16, 2025
Revision 1.1 To be reviewed annually