

Privacy Policy for Trustees of the Grayshott Village Hall



Introduction

The Grayshott and Hindhead Institute and Village Hall (hereinafter referred to as the Grayshott Village Hall) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you as a Trustee of the Grayshott Village Hall. Trustees are elected at the Annual general meeting or appointed by one of the designated users groups.

Personal Information Collected

We collect basic personal information such as your name, home address, e-mail address and telephone number together with your date of birth as this is a requirement when lodging our annual report with the Charity Commission. Bank account details may also be collected when we need to make payment to you for example to reimburse you for any expenses incurred as a Trustee.

Use of Information

Your name will appear in our Report and Accounts which are filed with the Charity Commission and are published on their website. We will use your information to inform you of Committee Meetings and to send you other information in respect of your role as a Trustee. Your name will be recorded in the minutes of Committee Meetings and General Meetings. This use is in our 'Legitimate Interest'

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your Rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

We will keep your information as Trustee until you cease to be a Trustee but your name will continue to appear in our Accounts, Reports, Minutes and other documents relating to your time as a Trustee.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy, our data protection practices, or to make a Subject Access Request, please contact the Bookings Secretary: 01428 788035 bookings@grayshottvillagehall.co.uk.