

Messing Village Hall Data and Privacy Protection Policy

1. Purpose

Messing Village Hall (MVH) is committed to protecting the privacy of all personal data collected. We only gather necessary information to manage hall bookings, events, and finances, storing it securely and using it only for these intended purposes. We will not share your information without your consent, except where legally required. You have the right to access and request correction of your data.

2. Key Principles

- **Data Collection Purpose:** We collect only the data needed for managing Hall operations (bookings, payments, event details).
- **Data Security:** All personal data is stored securely, with access limited to authorized individuals.
- **Transparency:** Users will be informed about why their data is collected and how it will be used.
- **Data Sharing:** Personal information will not be shared without consent, except where legally mandated.
- **Individual Rights:** Users can access and request correction of their data.
- **GDPR Compliance:** MVH aims to comply with all relevant data protection laws.

3. Contact Information

For queries relating to data and privacy protection, please contact:

Mary Mann

Mobile: 07748865973

Email: marypmann@ gmail.com

4. Data Retention

- Emails received by MVH are stored in a password-protected email account, where all personal details are securely held.
- Financial details are managed within S.A.G.E., which is also password protected.
- Once an invoiced email is sent, it and any attached forms are deleted.

5. Policy Review

This policy will be reviewed and updated regularly by the Messing Village Hall Committee.

Approved by:

Chairperson: Mary Mann

Date: 27/02/2025

