

1. INTRODUCTION

Tubbs Hall Management Committee (THMC) is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

We will **never** sell your personal data, and will never share it with any other organisations. Any questions you have in relation to this policy or how we use your personal data should be sent to info@tubbshall.org.uk or direct to the Chairman in writing via the Tubbs Hall, Fraser Road, Kings Worthy, Winchester SO23 7PJ

2. ABOUT US

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by **Tubbs Hall Management Committee** primarily to communicate with you regarding the booking of the hall, or any queries that might arise. We also hold information on suppliers for transactional purposes.

The Lionel Tubbs Hall Management Committee's registered address is Tubbs Hall, Fraser Road, Kings Worthy, Winchester SO23 7PJ.

For the purposes of data protection law,

The Chairman of THMC will be the Data Protection Officer

The Treasurer of the THMC will be the Data Controller

3. THE INFORMATION THAT WE ASK YOU TO PROVIDE

Personal data you provide

We collect data you provide to us.

Bookings: The Charity holds details for the minimum time possible, and does not hold bank details except to transact the payment. All details held online are deleted after the accounts have been agreed and submitted to the Charity Commission (which has to take place within ten months of the end of the financial year).

Charity Trustees: We hold your contact details as registered on the Charity Commission data base. In the case of trustees who have disabilities, we may hold these details to enable us to make suitable arrangements for meetings etc.

Staff: We hold employee records online currently with the Chairman offsite. * Records held are contact details and employee appraisals, details of the Job Description, etc. All financial records are held by *Community First* who manage the payroll and tax affairs of the Charity, and which is GDPR compliant.

We will make arrangements for *hard copies to be stored on a locked cupboard on site in Summer 2018 whilst hall upgrades are taking place.

Suppliers: All suppliers' records will be held for as long as necessary to complete the transaction and with the suppliers' permission, we will hold contact details for future use.

Website: We place contact details of users and activities on our website and update from time to time. Leaders of activities will be contacted to ensure the details are current and permission is continuing.

- 4. COMMUNICATING WITH OUR USERS** From June 2018 THMC will ask its users who wish to receive general updates from the charity to register as Friends of THMC on our website www.tubbshall.org.uk.

Signing up as a Friend of Tubbs Hall means that you agree to receive our newsletters and communications by email. Friends of the Line must be over 18 years of age. You can stop receiving the newsletter at any time by emailing to info@tubbshall.org.uk or by using the unsubscribe button on the newsletter.

- 5. IN SUMMARY:** Any data held will be used by The Tubbs Hall Management Committee solely for the activity that you have volunteered to participate in and will not be used by any third party. This data will only be retained for the time necessary related to legal and insurance purposes after which it will be deleted.