

**Trustees of the Croft Hall**  
**The Croft, Hungerford,**  
**Berkshire, RG17 0HY**  
[www.crofthall.co.uk](http://www.crofthall.co.uk)



# Data Protection and Privacy Policy

This Privacy Policy applies to the Croft Hall, Hungerford, Charity Number 231437, and to the website at <https://www.crofthall.co.uk/hungerford> ("Website").

We at the Croft Hall take your privacy seriously. This policy covers the collection, processing, and other use of personal data under the General Data Protection Regulations ("GDPR"). It explains what personal information we collect and how we use it.

The Croft Hall will collect your personal information when you make direct enquiries with us, becoming a Trustee, on signing our Hire Agreement or by visiting our website.

For the purpose of the GDPR, the Croft Hall is a data controller and any enquiry regarding the collection or processing of your data should be addressed to the Chairperson, the Croft Hall, The Croft, Hungerford, Berkshire, RG17 0HY.

## 1. Information we collect

The Croft Hall will always make it clear when we collect personal information and will explain what we intend to do with it. We collect information where there is a legitimate interest. Your consent will be gained for us to communicate with you about hall bookings, events, and functions. We do not share your personal information with third parties unless we have your express consent or unless we are to comply with legal obligations.

When you contact the Croft Hall we will obtain information from you to enable us to contact you and / or to provide services to you either through hiring of the Hall or email information on events and news. We may collect details which include your e-mail address, name, business/home address and contact telephone number. This will be provided by you and therefore has been provided with your consent.

## 2. Use of your information

The Croft Hall may hold and process personal data that you provide to us in accordance with the GDPR. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. In addition, we may use the information to send you future information where you have given your consent for this.

## 3. Trustees

For Trustees information will be collected to ensure suitability to be a Trustee in line with the Charities Commission Guidelines. Your consent will be gained to hold information and share this with the Charities Commission through completion of the Trustee Agreement Form.

## 4. Controlling the use of your data

If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can contact us in writing at the address above or by email to [chairman@crofthall.co.uk](mailto:chairman@crofthall.co.uk) at any time.

**5. Security**

All physical data will be held securely in a non-public location, accessible only by nominated Trustee(s) of the Croft Hall. The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

**6. Retention of Data**

The Croft Hall will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that we will keep documents for a minimum period of time. These are given in the table below.

| <b>Data Source</b>                   | <b>Retention Period</b>   | <b>Example</b>                                      |
|--------------------------------------|---|---|
| Receipts and invoices                | Kept for six years from the end of the current financial year   | Receipts, invoices, accounts                        |
| Booking / hirer information          | Kept for 3 years from the end of the current financial year   | Hirer agreements                                    |
| Financial donor and Gift Aid records | Kept for 6 years from the end of the current financial year   | Gift aid  |
| Management Committee and AGM Minutes | Stored electronically for an indefinite period, for reference purposes  | Minutes of meetings                                 |
| Trustee information                  | Necessary information to be retained for duration of service plus three years<br>May be kept by the Charity Commission in line with their retention periods | Trustee agreement, Charity Commission annual return |

The Croft Hall will periodically review these retention periods to ensure that they remain within the law and recommended practice.

Following the retention period or where a request to destroy data has been agreed, the data will be confidentially destroyed.

**7. Choice/Opt-out**

You have the right to have your personal data deleted or rectified. You can also restrict what personal data we have and how we use it, and object if you think we are doing anything that you have not consented to. To exercise any of these rights please contact us using the email [chairman@crofthall.co.uk](mailto:chairman@crofthall.co.uk).

If you believe that any information we are holding on you is incorrect or incomplete, you should also contact us.

You can freely withdraw your consent or opt out of updates at any time (or indeed opt in), by emailing [chairman@crofthall.co.uk](mailto:chairman@crofthall.co.uk).

**8. What anonymous information is collected on this site?**

Anonymous information is collected for every visitor viewing this site. This includes pages viewed, date and time, and browser type. IP numbers are not stored but are temporarily used to determine domain type and in some cases, geographic region. We do not make any association between this information and a visitor's identity.

**9. How does this site use cookies and other data collection devices?**

We automatically track information based upon your behaviour on our website using cookies and other devices. Cookies are small files which ask permission to be placed on your computer's hard drive. Cookies collect information (usually anonymous information) and assist us in providing you with a customised service. We also offer certain features that are only available through the use of a cookie (for example we use cookies to assist with the login procedure to our site).

Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**10. How long will we keep your personal data?**

We will retain your contact details until you tell us that you no longer wish to hear from us. When you ask us to stop contacting you, we will delete your contact details.

**11. Links**

The Website may contain links to other Web sites. Please note that when you click on one of these links, you are entering another site for which we are in no way responsible. We encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

**12. Legal Disclaimer**

If required by Law agencies we may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the law or comply with legal process served on the Croft Hall.

**13. Review of Data Protection & Privacy Policy**

The Trustees will review this policy annually.

Last reviewed and approved by the Trustees on 30 November 2021.