

Dyffryn Ardudwy and Talybont Village Hall Data Protection Policy

1. Introduction

The Trustees of Dyffryn Ardudwy and Talybont Village Hall are committed to protecting personal data in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This policy explains how we collect, use, store, and protect personal data, including information captured by CCTV.

2. What We Collect

We may collect and store:

- Names, addresses, phone numbers, and email addresses of hirers, trustees, volunteers, and suppliers.
- Booking details and payment records.
- CCTV images of individuals entering or leaving the hall for security and safety.

3. How We Use Personal Data

Personal data will only be used for:

- Managing hall bookings and events.
- Communicating with hirers, trustees, and volunteers.
- Meeting legal and financial obligations.
- Ensuring the safety and security of the hall through CCTV monitoring.

We will not use personal data or CCTV images for marketing purposes.

4. Storing Data Safely

- Paper records are kept securely and only accessed by trustees who need them.
- Electronic records are password protected.
- CCTV cameras cover only entrances and exits. Recordings are stored securely, kept for a limited period (normally up to 30 days), and automatically deleted unless required for an investigation.
- Personal data is only retained for as long as necessary.

5. Data Sharing

- We do not sell or share personal data.
- We may share data or CCTV images with insurers, the police, or public authorities where legally required.

6. CCTV Use

- CCTV is in operation at entrances and exits only.
- The system is used solely for the safety and security of hall users and property.
- Clear signs are displayed to inform people that CCTV is in use.
- Only trustees may view CCTV recordings.
- Copies of recordings will only be shared if required for legal or security reasons.

7. Rights of Individuals

Individuals have the right to:

- Access their personal data (including CCTV images where identifiable).
- Request corrections to inaccurate information.
- Request deletion of data where appropriate.
- Object to certain types of processing.

Requests should be made in writing to the Trustees.

8. Responsibilities

- Trustees are responsible for ensuring compliance with this policy.
- All trustees and volunteers who handle data or CCTV must follow this policy.

9. Review

This policy will be reviewed annually by the Trustees.