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 within the Village Hall and Games Room.

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, leaving, or using areas of the hall, including the Games Room, for security, safety, and the protection of Village Hall property and equipment.

3. How We Use Personal Data

Personal data will only be used for:

- Managing hall and Games Room bookings and activities.
- Communicating with hirers, trustees, and volunteers.
- Meeting legal and financial obligations.
- Ensuring the safety and security of hall and Games Room users through CCTV monitoring.
- Protecting the Village Hall building, Games Room facilities, equipment, and other property from damage, theft, or misuse.
- Assisting with the investigation of incidents where necessary.

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

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 designated areas of the Village Hall, including entrances/exits and the Games Room, to support safety and security.
- CCTV 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 personal data or CCTV images with insurers, the Police, or public authorities where legally required or where necessary for the investigation of an incident.
- CCTV images will not be shared for marketing or unrelated purposes.

6. CCTV Use

- CCTV is in operation at Village Hall entrances/exits and within the Games Room.
- The system is used solely for the safety and security of hall and Games Room users, volunteers, visitors, and Village Hall property.
- CCTV within the Games Room is used to help safeguard users, monitor safety concerns, and protect Games Room equipment and facilities.
- Cameras are positioned to avoid private areas such as toilets and changing areas.
- Clear signs are displayed to inform people that CCTV is in use.
- Only authorised trustees or nominated representatives may view CCTV recordings.
- Copies of recordings will only be shared where required for legal, insurance, 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 personal data or CCTV must follow this policy.
- Access to CCTV recordings must only be for legitimate purposes connected with safety, security, or legal requirements.

9. Review

This policy will be reviewed annually by the Trustees to ensure it remains appropriate, effective, and compliant with current legislation.