

Privacy Notice

Croft Village Memorial Hall

Contact: cvmhall@gmail.com

Postal address: Mustard Lane, Croft, Warrington, WA3 7BQ

Charity number: 521080

Data protection lead: Adrian Pointon

Information we collect

- Individual names and organisation or group names
- Email addresses and telephone numbers.
- Booking requirements, dates, times and correspondence.
- Charges, invoices, payment status and relevant financial records.
- Access, incident, accident or complaint information where relevant.

Why we use it

- To respond to enquiries and administer bookings.
- To issue invoices, record payments and maintain financial records.
- To manage access, safety, security and proper use of the Hall.
- To meet legal, regulatory, insurance and charity-governance obligations.
- To manage complaints, incidents and disputes.

Lawful bases

Depending on the activity, we rely on contract or steps before a contract, legal obligation, legitimate interests, or consent where appropriate.

Sharing and systems

Access is limited to authorised committee members and volunteers who need the information. Bookings are administered using Hallmaster. Information may also be held in the Hall email account and approved financial and operational records within our access controlled Google Drive. Information may be shared with relevant service providers or authorities where required or permitted by law. We do not sell personal information.



CROFT VILLAGE MEMORIAL HALL

Retention and security

We keep information only for as long as needed and in line with the Hall's approved retention schedule. We restrict access, use individual accounts, protect credentials and remove access when roles end.

Your rights and complaints

Depending on the circumstances, individuals may have rights of access, rectification, erasure, restriction, objection, portability and withdrawal of consent. Contact cvmhall@gmail.com. Individuals may also complain to the Information Commissioner's Office.

Review

Review frequency: ANNUALLY

