

Biddenham Village Hall Management Committee  
Privacy Policy

The Biddenham Village Hall Management Committee (BVHMC) is committed to protecting the rights and privacy of individuals in accordance with the General Data Protection Regulations (GDPR) 2018.

BVHMC will only hold data on individuals for the following purposes:

- Managing the Village Hall Booking System.
- Trustees details legally required by the Charities Commission
- Employee information that we are legally obliged to hold.

What we do with your information:

- All personal information provided when hiring the Hall will be kept securely.
- Personal information provided for Hall Bookings is not shared with third parties or used for marketing or fundraising purposes. It is used exclusively to manage Hall Bookings.
- Data will not be retained for longer than necessary. All personal data relating to staff, trustees and accounting will be retained only as long as legally required. Personal data relating to Hall Bookings will be deleted or destroyed by the end of the year following the year of the booking.
- No personal data is held on the Village Hall website.

The BVHMC will collectively be responsible for the implementation of the policy. In the event of any questions please contact Fiona Kraus, BVHMC Secretary, on [fmemr@yahoo.co.uk](mailto:fmemr@yahoo.co.uk)

The policy will be reviewed annually in September.

Biddenham Village Hall Management Committee  
May 2018  
Ver. 1.