



## DVHA - the Association for Dorset Village Halls

### Privacy Policy

The Dorset Village Halls Association (hereafter referred to as DVHA or we) is committed to protecting your privacy and we comply with the data protection laws applicable to the United Kingdom. This Privacy Policy explains how we use any personal information we collect about you and forms part of our Conditions of Use of the [www.dorsethalls.net](http://www.dorsethalls.net) website and DVHA Membership.

#### **What Personal Information Do We Collect About You?**

We will collect information about you when your hall becomes a member of DVHA, you are a volunteer for DVHA or when you request information from us. The type of information we may collect includes your name, postal address, job title, e-mail address and telephone number.

#### **How Do We Use The Personal Information We Collect About You?**

We may use the information provided by you:-

- a) to process your hall's membership of DVHA
- b) to update the [www.dorsethall.net](http://www.dorsethall.net) website and database
- c) to notify you about important changes or developments to DVHA or your membership
- d) to keep you informed about DVHA events, membership or items of interest to village halls
- e) to contact you for your views on DVHA
- f) for record keeping purposes

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required.

#### **How to Access & Control Your Personal Data**

You may request details of personal information which we hold about you. If you would like a copy of this information please email us with this request. If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible and we will promptly correct any inaccuracies.

If your hall is a member of DVHA, you can view, edit or delete your personal data held on the [www.dorsethalls.net](http://www.dorsethalls.net) website – sign in using your username and password.

#### **Disclosing Your Data**

We will not make your personal details available to organisations outside of DVHA for marketing or any other purpose. We may have to disclose your information by law e.g. because a court or the police or other law enforcement agency has asked us for it. In the unlikely event that DVHA is merged with or taken over by another organisation, we may need to disclose your personal information to the officers of that organisation.

#### **How is Your Information Protected?**

We take the protection of your information seriously and have appropriate physical and technological security measures in place to keep it safe. Internally, we restrict access to personal information and only DVHA Executive members or officers who need the information in order to do their jobs have access to it. We never transfer your data outside the UK.

You have the right at any time to withdraw your consent to us using your personal information for marketing purposes, and to lodge any complaint to the supervisory body ICO (Information Commissioners Office)

#### **General Data Protection Regulations (GDPR)**

We fully support the requirements of the GDPR and are committed to the protection of personal data belonging to our members, volunteers and the general public. We will conduct regular audits to ensure compliance with our policies. We are

aware of our obligations under the GDPR and have adopted a proactive approach to its implementation. This includes reviewing existing and where appropriate developing and implementing new policies and procedures to ensure personal data is collected, stored and disposed of in a manner compliant with the requirements of the GDPR. You will be notified of such changes where this is appropriate; otherwise they will be published on our home page.

### **Cookies.**

Cookies are small files that a website places on your hard disc to enable additional features of the website to work. Currently **no cookies** are used on our website, so no warnings regarding user's consent will be seen when you visit the site.

### **Privacy Queries**

Any queries relating to this Privacy Policy or your personal information should be addressed to [membership@dorsethalls.net](mailto:membership@dorsethalls.net)