



## Privacy Notice

**Effective Date:** 11/03/2026

Milborne Port Village Hall (“the Hall”, “we”, “us”, “our”) is committed to protecting your personal data and handling it in accordance with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains what personal data we collect, how we use it, and your rights.

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### 1. Who We Are

Milborne Port Village Hall is the Data Controller for the personal data you provide when making bookings or using our facilities.

For any data protection queries, please contact:

**Email:** [committee@milborneportvillagehall.org.uk](mailto:committee@milborneportvillagehall.org.uk)

**Address:** Milborne Port Village Hall, Springfield Road, Milborne Port DT9 5RE

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### 2. What Personal Data We Collect

When you make a booking or contact us, we may collect:

- Name
- Address
- Email address
- Telephone number
- Booking details and hire history
- Payment records such as bank transfer references or invoice details. The Hall does not store credit or debit card details.
- Correspondence relating to your booking
- Incident or accident reports (if applicable)
- CCTV images (where CCTV operates on site)

We do not intentionally collect special category data unless required for safeguarding, health and safety, or legal reasons.

Children's Data: Where bookings involve children's activities, personal data relating to children may be processed through the booking organiser. The Hall does not normally collect personal data directly from children.

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### 3. How We Use Your Data (Lawful Basis)

We process your personal data for the following purposes:

**Contract**

- To administer and manage hire agreements
- To communicate with you about your booking

**Legal Obligation**

- To comply with financial, insurance, and regulatory requirements

**Legitimate Interests**

- To manage and protect the Hall
- For security purposes (including CCTV where applicable)
- To maintain booking records and prevent misuse of the venue

**Consent (where applicable)**

- To send marketing or promotional information (if you have opted in)

You may withdraw consent at any time where consent is the lawful basis.

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### 4. Data Sharing

We do not sell your personal data.

We may share limited personal data with trusted third-party service providers where necessary for operational purposes, such as:

- Online booking system providers
- IT and cloud storage providers
- Professional advisers (e.g. accountants or insurers)

Where third parties process data on our behalf, they do so under written agreements and must comply with UK data protection law.

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### 5. International Transfers

If any of our service providers store or process data outside the United Kingdom, we ensure appropriate safeguards are in place in accordance with UK GDPR.

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## 6. How Long We Keep Your Data

We retain personal data only for as long as necessary, including:

- Booking and financial records: up to 6 years
- Accident or incident reports: in line with insurance and legal requirements
- CCTV footage: typically up to 30 days unless required for investigation

After this period, data is securely deleted or anonymised.

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## 7. Your Rights

Identity Verification: We may request proof of identity before responding to a data access request to ensure personal data is not disclosed to an unauthorised person.

Under UK data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request erasure of your data (where applicable)
- Restrict processing
- Object to processing based on legitimate interests
- Data portability (where applicable)
- Withdraw consent (where consent is relied upon)
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, please contact us using the details above. You also have the right to complain to the ICO:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Telephone:** 0303 123 1113

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## 8. Data Security

We take appropriate technical and organisational measures to protect personal data, including secure systems, restricted access, and regular software updates.

Personal data may be handled by Trustees, authorised volunteers, and staff of Milborne Port Village Hall and the Parish Council for the purpose of administering bookings and managing the venue.

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## 9. Updates to This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on request and, where applicable, on our website. If you have any questions about how your data is handled, please contact us.