



CHINNOR VILLAGE HALL WEBSITE GENERAL DATA PROTECTION REGULATION (GDPR) POLICY & TERMS & CONDITIONS

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What is GDPR?

The GDPR (which comes into effect on 25 May 2018) was created to unify the personal data protection rules across the EU, and must be followed by all companies, businesses or other entities that collect personal data in some way. For these entities, the GDPR will introduce many additional rules that will affect many areas of the data management process, such as the collection and storage of data processing documentation, monitoring of potential personal data breaches, and involving a supervisory authority in matters such as, for example, data breaches.

The GDPR's main purpose is to enhance the protections that EU citizens have when their data is used and collected, and afford them new rights such as the right to transfer their personal data, or to be forgotten; that is, to have their personal data removed from a system when the law no longer requires its retention. With all of these new regulations comes enforcement, and in order for companies to protect themselves potential multi-million euro fines , it is important that they ensure that they protect any collected personal data as effectively as they can.

Does GDPR affect you and Chinnor Village Hall website?

In order to ensure that the Chinnor Village Hall Website complies with the GDPR, a review was conducted of the website and the booking system. The following areas were identified as falling within the scope of the GDPR:

1. A website page counter is used to display the last time a user visited the website.
2. SimpleSite Analytics is used to collect data to monitor the website usage and improve its functionality.
3. Details of events and groups are displayed on the public facing pages.
4. The Hall Enquiry Booking Form collects data required to process booking of the hall.
5. The site has a Contact Us Link which collects data from a user wishing to send a message to the Village Hall Booking Administrator
6. We include a social media link to Facebook on Chinnor Village Hall website

Website Compliance

Chinnor Village Hall has where applicable worked to ensure Chinnor Village Hall website complies with the GDPR in force from 25th May 2018

The public facing page "What's On" shows existing dates and times of groups meeting at the Village Hall with the contact details.

Website also has a link to the Chinnor Village Hall Facebook site. The link allows the user to move to the Facebook site only. Facebook is classed as a 'third party data processor' and has stated they will ensure that their services align with the GDPR. The GDPR policy for Facebook is outside the scope of this document.

Data that is no longer required for the function of booking the hall will be removed from the website

The right to be forgotten

A user may, on request, demand that any and all information regarding them, stored on the website, be removed

Privacy Policy

In order to update and maintain the Village Hall website, the site webmaster has access to all the data contained on and processed by the website. The Village Hall Bookings and Calendar data is processed by the Village Hall Booking Administrator who can be contacted at cvh2003@hotmail.com. The data is stored in a secure electronic filing system which can only be accessed by the Secretary or Webmaster using a password protected Microsoft account. Any other correspondence is also stored within this account. All email is processed by the Microsoft Outlook system, again with only the webmaster and Booking Administrator having access to this account.

Data is not passed to any third parties for any reason.

Any information that we collect about you is stored electronically. It may also be printed and stored in our secure filing system.

Personal details collected for the purpose of processing bookings are retained for one year after which they are electronically archived.

We will keep your personal information confidential except to the extent that we are compelled to disclose it by law (for example where fraud or other crime is involved) or to comply with an instruction of a regulatory body of competent jurisdiction.

To comply with the Data Protection Act 1998 we adhere to strict technical and organisational security procedures. The personal information that we hold will be held securely to ensure no unauthorised disclosure or access takes place.

Terms and Conditions for using the Chinnor Village Hall website (hereafter known as the website)

Chinnor Village Hall has made every effort to ensure the accuracy and suitability of the information contained in the documents and related graphics published on this website. Your use of this website is subject to your acceptance of the following terms and conditions of use: We will not be responsible for any loss from the use of, or reliance on this information. In no event will we be liable for any special, indirect or consequential damages of any kind, which may result from use of the website as a consequence of any inaccuracies in, or any omissions from, the information which it may contain.

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