



Roseisle Hall

GENERAL DATA PROTECTION POLICY

1. What this GDPR Policy covers:

This GDPR Policy covers the activities of the Roseisle Hall Trustees who will be referred to in this Policy as "The Trustees ", "we", "our" or "us". We are committed to complying with the GDPR when it comes to how we collect, use and protect your personal data. That's why we have developed this GDPR Policy which:

- Sets out the types of personal data that we collect.
- Explains how and why we use personal data.
- Explains when and why we may share your personal data with other organisations.
- Explains the rights and choices you have when it comes to your personal data.
- Explains how we dispose of data we collect.

2. What personal data do we collect:

When any request or enquiry is made to the Trustees we shall use the contact information provided to respond and will retain your contact information until the enquiry is fulfilled. When you enter into a hire agreement with the Village Hall we shall collect the following information to ensure that the services can be provided:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail
- Evidence of public liability insurance where applicable.
- Evidence of qualifications where applicable.

The Trustees administers a 100 club prize draw which helps to raise funds for the upkeep of the hall.

When you elect to become a member we will keep the following information to enable the committee to manage the 100 club and notify winners.

Title, first name and second name.

Address and postcode

Email where this has been elected as preferred method of contact.

The Trustees may host fund raising events at which tickets are sold. The personal or contact information obtained during these transactions will be the minimum required to complete the sale of the tickets and would include no more than the following:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

Membership of Roseisle Hall - the Trustees must keep a register of all members setting out for each current member:

- his/her/their full name and address
- Email address where this is the chosen method of contact
- the date on which he/she/they was registered as a member of the organisation

For each former member - for at least six years from the date on he/she/they ceased to be a member:

- his/her/they name and the date on which he/she/they ceased to be a member.

If a member or charity trustee of the organisation requests a copy of the register of members, the Trustees must ensure that a copy is supplied to him/her/them within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the trustees may provide a copy which has the addresses blanked out.

3. How and why we use personal data:

We use your personal data to ensure we can deliver our services to you as follows:

- Respond to any enquiry or request.
- Communicate regarding the supply and completion of Hire Agreements.
- Produce invoices and statements.
- Collect payments or make refunds.
- Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.
- Contact details for 100 club prizes to enable management of prize draw

We do not use personal information for direct advertising or marketing campaigns. When we need to communicate with multiple customers regarding a common matter we will endeavor to communicate on a one-to-one basis to prevent the sharing of personal information. Should a situation arise where one-to-one communications is not practical then an email with a distribution list may be used however, everyone will be blind copied (BCC) to hide their personal information.

4. Sharing personal data with other organisations:

We may share personal data with other organisations only in the following circumstances:

If the law or a public authority says we must share the personal data.

If we need to share personal data to establish, exercise or defend our legal rights.

- If you explicitly request or permit us to communicate directly with a 3rd party in relationship to a service they are providing at the Village Hall premises.
- If a 3rd party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.

5. How we protect personal data:

- Electronic files are stored securely on private networks and are password protected. Paper files are held under lock and key.
- We only authorise access to personal data to Trustee members who need it to carry out their job responsibilities.
- We will ask for proof of identity from you before we share your personal data with you.

6. How we dispose of Data:

- We destroy any paper records once they have reached their disposal date.
- We change the password of the membership database every three months to ensure security.
- We require all Trustees and Group Leaders who are standing down from their roles to destroy any paper records they have pertaining to Roseisle Hall and delete any electronic records or communications they have received pertaining to Roseisle Hall. All Trustees and Group Leaders are reminded of their legal obligation to carry out this duty.

6. Your rights:

Under the General Data Protection Regulation 2018, you have the right to see the personal data we hold about you.

This is called a Subject Access Request.

If you would like a copy of the personal data we hold about you, please write to:

The Secretary, Roseisle Hall, Roseisle, Elgin IV30 5YF. We want to make sure that the personal data we hold about you is accurate and up to date. If any of the details are incorrect, please let us know and we will amend them.

Roseisle Hall Trust

Scottish Charitable Incorporated Organisation (SCIO) No. SCO50481

Contact Address Roseisle Hall, Roseisle, IV30 5YF

Version 2: April 2022

You have the right to be forgotten and a user may, on request, demand that any and all information regarding them, stored on a website, calendar or booking system be removed. Data may not be deactivated or hidden and must be deleted entirely.

7. Modifications:

We may modify this Data Procedures Guidance from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

April 2022