

# Bridge Village Hall Management Committee

## GDPR Policy

### Introduction

This document defines and explains the GDPR policy of the Bridge Village Hall Management Committee

### Data Held

Data are held for maintaining booking records and invoicing and for communication regarding bookings, committee meetings and the functioning of the Village Hall. Personal data comprises: Name, Address, Phone number, email address. Booking and invoice data cross-references to personal data.

### Lawful Basis

These data are held under the “Contract” lawful basis

### Period of retention

Data will be held for 7 years, or when the owner requests deletion, whichever is sooner. (but see below)

### Data Deletion

An owner can request deletion, which will be carried out immediately, unless the owner has outstanding bookings or unpaid invoices.

Pre-existing invoices will retain name and address in perpetuity.

### Data Storage

Personal data are stored on a computer server, protected by password. Only the treasurer and secretary have access to these data

### Third Parties

No data will be shared with third parties unless legally required.

*April 2018*