

Victoria Village & District Welfare Hall – GDPR Policy

1. Introduction

Victoria Village & District Welfare Hall (“the Hall”) is committed to protecting personal data under the UK GDPR and Data Protection Act 2018.

2. Data Controller

The Hall Management Committee is the Data Controller.

Contact: info@victoriavillagehall.com

3. Types of Personal Data We Collect

- Hirer contact details and booking information
- Visitor CCTV footage
- Photographs/videos for publicity
- Committee member details

4. Legal Basis

We process data under contract, legal obligation, legitimate interests, or consent.

5. Photography & Publicity

Images may be taken at events for promotion (website, social media, print). Individuals may opt out at any time.

6. CCTV Policy – Ring Doorbell

A Ring Doorbell CCTV system operates at the entrance for security, safety, and crime prevention.

- Footage stored securely for up to 30 days
- Shared with police when necessary
- Access restricted to authorised committee members

7. Sharing Data

We only share data with lawful third parties such as police, auditors, or IT providers.

8. Data Retention

- Booking records: 6 years
- CCTV: up to 30 days
- Photos: until no longer needed or consent withdrawn

9. Your Rights

You may request access, correction, deletion, or object to processing. You may contact the ICO if dissatisfied.

10. Data Security

We use password-protected systems, secure storage, and restricted access.

11. Updates

This policy may be updated. The latest version will be available from the Committee.

12. Contact

For all GDPR enquiries:

Email: info@victoriavillagehall.com