

Woolaston Memorial Hall and Playing Fields - GDPR and Data Protection Policy

Date Adopted: 1st November 2025. A full review has been undertaken following the resignation of the Chair.

Review Date: 1st November 2027

1. Introduction

Woolaston Memorial Hall and Playing Fields (“we”, “our”, or “the Hall”) is a charity run by volunteers and a small number of paid staff.

We are committed to protecting your personal data and respecting your privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains how we collect, use, and store personal information about our users, hirers, volunteers, staff, and anyone who contacts us.

2. Who We Are

Data Controller: Woolaston Memorial Hall and Playing Fields Management Committee

Address: Swainsfield, Woolaston, GL15 6SU

Charity Status: Registered Charity (managed by local volunteers)

Contact for Data Protection: admin@woolastonmh.org.uk

3. What Information We Collect

We may collect and process the following types of personal information:

Hall Hirers and Users

- Name, address, phone number, and email address
- Details of your booking and event
- Payment information (where applicable)

Volunteers and Staff

- Contact details
- Role or responsibilities
- Payroll or reimbursement information (for paid staff)

General Enquiries

- Name and contact information provided via email, website forms, or phone

We only collect information that is necessary to manage the hall, communicate with users, and meet our legal and charitable obligations.

4. How We Collect Information

We collect personal data through:

- The Hallmaster online booking system
- Emails or phone calls
- Google Workspace (Gmail, Google Drive, Google Sheets) used for administration
- Paper forms or correspondence when necessary

5. How We Use Your Information

We use your data to:

- Manage bookings and hall hire agreements

- Communicate with hirers, volunteers, and staff
- Maintain financial and administrative records
- Comply with legal and insurance obligations
- Promote hall events or community activities (only with consent)

6. Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR:

- Contract: To manage bookings and provide the facilities you request
- Legal Obligation: To comply with financial, tax, and charity law requirements
- Legitimate Interest: To manage the hall effectively and maintain community engagement
- Consent: For optional communications such as newsletters or event updates

7. How We Store and Protect Your Data

- Digital data is stored securely in Google Workspace, which is GDPR-compliant and uses encryption and access controls.
- Booking information is managed via Hallmaster, which has its own GDPR-compliant data protection policy.
- Access to personal data is limited to authorised volunteers and staff who need it for their role.
- Paper records (if used) are stored securely and destroyed when no longer required.

8. How Long We Keep Your Data

We only keep personal data as long as necessary:

- Booking records: up to 6 years (for accounting and insurance purposes)
- Volunteer and staff details: while active and up to 6 years after departure
- Mailing lists: until you withdraw consent

9. Sharing Your Data

We do not share your personal information with third parties except when necessary:

- To comply with legal obligations (e.g. HMRC, insurers, auditors)
- To process bookings via Hallmaster
- To manage records securely within Google Workspace

We never sell your data.

10. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion ("the right to be forgotten")
- Restrict or object to processing
- Withdraw consent (for optional uses like newsletters)
- Lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk

11. Contact Us

For any questions or to exercise your data rights, please contact:

Data Protection Contact, Woolaston Memorial Hall and Playing Fields, Swainsfield, Woolaston, GL15 6SU

Email: admin@woolastonmh.org.uk

12. Policy Review

This policy will be reviewed regularly by the Management Committee and updated as needed to reflect changes in law or hall procedures.