

**LLANSANNOR COMMUNITY HALL ASSOCIATION**  
**GENERAL DATA PROTECTION REGULATIONS**  
**PRIVACY STATEMENT**

Llansannor Community Hall Association (LCHA) collect and hold personal data which is controlled under the General Data Protection Regulations.

This document summarises the key elements of our Data Protection Policy and how we fulfil your individual rights to privacy under the GDPR.

**Who we are** - The Trustees of the Llansannor Community Hall Association are the Data Controllers

**What data do we keep –**

**For members:** Our data base may contain your name, address, telephone number and email address plus information on your membership of the LCHA 100 club and any detail you may have provided on your internet capability.

**For hirers:** Our records may contain your name, address, telephone number and email address.

**Why we need this data –**

**For members:** To keep Members of the LCHA and any other individuals or organisation who requests inclusion in the LCHA data base, informed about: news, events, campaigns and fundraising initiatives associated with the Llansannor Community Hall.

**For hirers:** To arrange for the booking of the hall and to maintain the calendar of hall bookings.

**How long will we keep your data –**

**For members:** Your data will be kept as long as you remain a resident and member of the LCHA or you request us to remove it. From time to time we will ask you to confirm your data is still correct and that you wish to continue to receive information.

**For hirers:** Your data will be kept for one year after the date of your last booking with us.

**What is the legal basis for processing data –**

**For members:** To carry out the activities listed above based on your membership of the Llansannor Community Hall Association, by reason of your residence in Llansannor, City and Tebetyrn and/or you have given permission for us to hold this data for the purposes indicated.

**For hirers:** We will process your data in order to enter into a contract with you or the organisation which you represent. i.e.to arrange for you to hire Llansannor Community Hall.

**Who will this data be shared with –**

**For members:** The data will be stored by LCHA in an approved encrypted cloud based storage facility. We are committed to your privacy and the information will only be shared with those Community Groups who operating from the hall for the purpose of directly promoting their Community Activities. We will not share any personal information with any other third party at any time unless required by law.

**For hirers:** The Trustees will not share any personal information with any other third party at any time unless required by law. If your data is in paper form it will be stored in a locked filing case and if electronic, will be saved on a password protected computer.

**Checking and or removing your data** - you may check and or request the removal of your data from the LCHA data base at any time by emailing your request to: [lcha@llansannor.org](mailto:lcha@llansannor.org) .

Further information on how your information is used how we maintain the security of your information and your rights to access the information we hold can be found in The LCHA Data Protection Policy which can be viewed and downloaded from our web site [www.llansannor.org](http://www.llansannor.org)

<b>Status</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Name Chair</b>	<b>Signature</b>	<b>Review Date</b>
Ver 2 Approved	April 2018	Trustees	P Summers		April 2020