

The Victory Hall Trust Privacy Policy

Our contact details

Name: The Victory Hall Trust

Address: The Victory Hall, Church Road, Farley Hill, Reading RG7 1TR

Phone Number: None

E-mail: privacy@victoryhalltrust.com

The type of personal information we collect

We may collect and process the following information when you hire the hall:

- Name / Business name
- Address
- Email address and Telephone number
- PayPal identifier (so we can record your payment and refund your deposit).
- Bank details (so we can refund you)

We collect information on Trustees as required by the Charity Commission.

We collect information to claim Gift Aid as required by HMRC.

How we get the personal information and why we have it

All the personal information we process is provided to us directly by you because:

- You hire The Victory Hall
- You are a Trustee
- You make a donation and Gift Aid it

We do not share this information, nor do we use it for marketing.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation to fulfill, to hire the hall to you.
- We have a legal obligation to hold information on Trustees or for Gift Aid.

How we store your personal information

When you book online, your information is securely stored by Hallmaster. We don't keep a copy. We keep your information on Hallmaster for as long as you are a customer. You can delete your Hallmaster account at any time, and we will then not have access to your information. As your account can be used by any venue using Hallmaster, you need to contact them to have your details deleted for all venues.

Your PayPal information is stored by PayPal and we have access only to receive and make payments.

Your bank account details are used to refund you when appropriate and deleted soon after (within 3 months).

Trustee information is held on the Charity Commission's web site.

Gift Aid information is stored on paper, online and sent electronically to HMRC.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at privacy@victoryhalltrust.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@victoryhalltrust.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>