

**North Mymms Memorial Hall Management Committee
36 Station Road Welham Green Hatfield Herts AL9 7PG**

Reg Charity no.302439

General Data Protection Regulation effective May 25th 2018

This document explains how we treat data you provide us with.

We currently use 'The Hallmaster Booking System' the company acts as a Data Processor, we are therefore compliant whilst managing our customers bookings and invoices online when using this system.

The North Mymms Memorial Hall acts as a data Controller.

To enable us to process your booking for the Hall we require the following data from you.

Name, Full Address, Contact Telephone numbers, Email, details of the booking.

Without this full data we cannot accept any bookings,

You must sign that you have read and understood the terms and conditions we supply including this document.

A paper copy of the booking form is held by our booking secretary and destroyed after 1 year.

This information is entered into our online system to enable us to track your booking, issue invoices and to contact you etc, we do not keep this data on any computer that is off line, we do not share your data with any other party nor do we use it for marketing purposes.

We do not hold any information regarding Bank details.

We need for auditing our yearly accounts and for the Charity Commission yearly submission paper copies held for 7 years, these again are not shared with any other party, the copy is kept on the premises of the Hall in a locked cupboard.

There are 4 people able to access your data online.

Booking Secretary,

Treasurer,

Chairman,

Key holder.

If you advise us we will delete your customer data from the online computer system after we produce our yearly accounts (1st Quarter of the year)

April 2018

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