

## **DATA PROTECTION POLICY**

1. This policy document is intended to ensure that Bungay Community Centre (BCC) complies with the requirements of the Data Protection Act as well as the General Data Protection Rules (GDPR).
2. Bungay Community Centre Trustee use the Hallmaster booking and invoicing system which helps to make the administration of bookings much simpler and the management of the finances more streamlined.
3. In order to ensure that the system is effective and efficient each user of the facilities can have their own account within the software from which they can check, manage and amend their bookings. At all times the system administrator(s) will accept any bookings or changes and will confirm that everything is acceptable. Because this means your information will be held within our system, which is totally secure, we set out the following points by which we will deal with that information:-
  - a. Your details will be used to administer bookings and invoices;
  - b. From time to time we will send out communications by email to all of our hirers for information purposes or to provide updates about the Community Centre;
  - c. We will never share your details with any third parties;
  - d. The information we hold is private and kept secure by the administrators of the system;
  - e. We will not use your information for marketing purposes;
  - f. If you cease to be a user of the facilities of the community centre or decide not to pursue with a booking enquiry, we will only retain your information for as long as is necessary to complete any invoicing or legal needs (e.g. for tax purposes, if applicable).
4. If you wish to have your details removed from the system please contact the administrator by email ([bungaycommunitycentre@gmail.com](mailto:bungaycommunitycentre@gmail.com)).