
Hurworth Village Hall



(Registered Charity No: 520830)

Church Row, Hurworth on Tees, Darlington, DL2 2AQ

Privacy Policy

This Privacy Policy applies to Hurworth Village Hall, Charity Number 520830 and to the website at www.hurworthvillagehall.org.uk (“Website”). We at Hurworth Village Hall take your privacy seriously. This policy covers the collection, processing and other use of personal data under the General Data Protection Regulations (“GDPR”). It explains what personal information we collect and how we use it.

Hurworth Village Hall will collect your personal information when you make direct enquiries with us, becoming a Trustee, on signing our Hire Agreement, by visiting our website or by registering to receive information on events through our e-mailing system, Mailchimp.

For the purpose of the GDPR, Hurworth Village Hall is a data controller and any enquiry regarding the collection or processing of your data should be addressed to the Chairperson, Hurworth Village Hall, Church Row, Hurworth, Darlington, DL2 2AQ.

Information we collect

Hurworth Village Hall will always make it clear when we collect personal information and will explain what we intend to do with it. We collect information where there is a legitimate interest. Your consent will be gained to subscribe to the email mailing list and for us to communicate with you about hall bookings, events and functions. We do not share your personal information with third parties unless we have your express consent unless we are to comply with legal obligations.

When you contact Hurworth Village Hall we will obtain information from you to enable us to contact you and / or to provide services to you either through hiring of the Hall or email information on events and news. We may collect details which include your e-mail address, name, home address and contact telephone number. This will be provided by you and therefore has been provided with your consent.

Policy	Privacy Policy
Date / Version	April 2026
Review Date	April 2028

Trustees

For Trustees information will be collected to ensure suitability to be a Trustee in line with the Charities Commission Guidelines. Your consent will be gained to hold information and share this with the Charities Commission through completion of the Trustee Agreement Form.

Visitors to the website

On our Website we do not collect personal information. Any personal information will be provided by you via the email addresses given on the web site.

Our website collects standard information and details of visitor behaviour patterns. This provides us with information on the number of visitors to the various parts of the site. We use analytical and statistical tools that monitor the details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data (but this data will not identify you personally).

The Website uses cookies and there is a cookie control system allowing the user to accept the use of cookies. The Website has a cookie policy and this states:

This website uses cookies for a number of different purposes.

- *Cookies are set by Google Analytics to collect anonymised visitor statistics.*
- *If you are a site administrator, cookies will be used to keep you logged in.*

If you don't consent to the above use please either leave the site or configure your browser to block cookies from it.

The Website stores limited information about the site visitors. However we do use some external services which may store data. We list what we store and the external services we use below.

- We have a [contact us form](#) which allows you to send us a message/enquiry. The details you fill in are passed to us by email but not stored on the website. We will retain the emails sent to us this way and may use your contact details to respond to you about your enquiry.
- The Hurworth Village Hall website collects visitor information through Google Analytics. This information is anonymised and should not personally identify you. You can view Googles privacy policy on their website.

Any queries about our use of your data on the web site should be made using the contact details on the website. If this does not help the website hosting service Spangle Fish can also be contacted at info@spanglefish.com.

The Website has links to other external websites listed. Hurworth Village Hall is not responsible for the content or reliability of the linked web sites and do not necessarily endorse the views held by them. The linked Web sites will have their own Privacy Statements and should be viewed.

Policy	Privacy Policy
Date / Version	April 2026
Review Date	April 2028

Use of your information

Hurworth Village Hall may hold and process personal data that you provide to us in accordance with the GDPR. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. In addition, we may use the information to send you future information where you have given your consent for this.

Controlling the use of your data

If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can contact us in writing at the address above or by email to enquiries@hurworthvillagehall.org.uk at any time.

Marketing

Hurworth Village Hall circulates information via an email mailing service, Mailchimp. We use consent as the lawful basis for anyone subscribing to our marketing mailing list. We only collect your name and e-mail address to subscribe to this list and you can unsubscribe at any time.

Mailchimp tracks subscriber activity for email campaigns and this statistical data enables us to analyse the effectiveness of our communications.

Mailchimp is compliant with GDPR and its policy can be viewed at www.mailchimp.com.

Security

All physical data will be held securely in a non public location, accessible only by a Trustee of Hurworth Village Hall.

The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

Retention of Data

Hurworth Village Hall will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that we will keep documents for a minimum period of time. These are given in the table below.

Policy	Privacy Policy
Date / Version	April 2026
Review Date	April 2028

Data Source	Retention Period	Example
Receipts and invoices	Kept for six years from the end of the current financial year.	Receipts, invoices, accounts
Booking / hirer information	Kept for 3 years from the end of the current financial year.	Hirer agreements
Financial donor and Gift Aid records.	Kept for 6 years from the end of the current financial year.	Gift aid
Management Committee and AGM Minutes	Stored electronically for an indefinite period, for reference purposes.	Minutes of meetings
Trustee information	Necessary information to be retained for duration of service plus three years. May be kept by the Charity Commission in line with their retention periods.	Trustee agreement, Charity Commission annual return.

Hurworth Village Hall will periodically review these retention periods to ensure that they remain within the law and recommended practice.

Following the retention period or where a request to destroy data has been agreed, the data will be confidentially destroyed.

Your rights

The GDPR give you the right to access information held about you by us. Please write to us or contact us by email if you wish to request confirmation of what personal information we hold relating to you. You can write to us at the address above or by email to enquiries@hurworthvillagehall.org.uk. There is no charge for requesting that we provide you with details of the personal data that we hold. We will provide this information within one month of your requesting the data.

You also have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by writing to us at the address above or by email to enquiries@hurworthvillagehall.org.uk.

Policy	Privacy Policy
Date / Version	April 2026
Review Date	April 2028

Changes to this policy

Hurworth Village Hall may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us by email: enquiries@hurworthvillagehall.org.uk, via our web site or at Hurworth Village Hall.

Further information on GDPR can be found on the Information Commissioners web site at www.ico.org.uk

Policy	Privacy Policy
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