



Welwick Parish Hall

North Lane, Welwick, HU12 0SJ

Charity Reg. No.1083040

DATA PROTECTION & CCTV POLICY (PRIVACY NOTICE)

Written – March 2026

Review – March 2028

1. Introduction

Welwick Village Hall is committed to protecting the privacy and personal data of all hall users, visitors, and contacts. This policy explains how we collect, use, and protect personal data, including the use of CCTV, in accordance with the UK General Data Protection Regulation (UK GDPR).

2. Who We Are

Welwick Village Hall is a community facility managed by trustees. For the purposes of data protection law, we act as the "data controller" for personal data we process.

3. What Personal Data We Collect

We may collect and process the following information:

- Names and contact details (email addresses, telephone numbers).
- Booking and enquiry details.
- Mailing list subscription information.
- CCTV images captured on our premises.

4. How We Use Your Data

We use personal data to:

- Respond to enquiries and manage hall bookings.
- Communicate with hall users and hirers.
- Send newsletters and updates (only where consent has been given).
- Maintain the safety and security of our premises through CCTV.

5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Consent – for newsletters and mailing lists.
- Legitimate interests – for managing hall use and security.
- Legal obligation – where required by law.

6. Mailing Lists and Communications

We will only send newsletters or updates where you have actively opted in. You can unsubscribe at any time using the link provided or by contacting us directly.

7. CCTV Policy

7.1. Purpose of CCTV

CCTV is used to:

- Promote the safety and security of individuals and property.
- Prevent and detect crime and anti-social behaviour.
- Assist in the investigation of incidents.

CCTV will not be used for any other purpose.

7.2. Location and Operation

- Cameras are installed on and around the hall premises.
- They are positioned to minimise intrusion into private areas.
- Recording operates continuously.

7.3. Signage

Clear signage is displayed to inform individuals that CCTV is in operation. This includes the purpose of recording and contact details.

7.4. Access to Footage

- Access is restricted to authorised trustees only.
- Footage is only viewed when necessary (e.g. incident investigation).
- Access may be logged.

7.5. Disclosure of CCTV Images

Footage may be shared:

- With law enforcement agencies where required.

- Where legally obliged.

Footage will not be shared for other purposes.

7.6. Retention of CCTV Footage

- Recordings are typically retained for up to 30 days.
- Footage may be kept longer if required for an investigation.
- After this period, footage is securely deleted or overwritten.

7.7. Security of CCTV Data

- Recordings are stored securely.
- Systems are password-protected where applicable.
- Access is limited to authorised individuals.

8. Data Storage and Security

We take appropriate steps to protect personal data from loss, misuse, or unauthorised access. Access is limited to trustees and authorised volunteers where necessary.

9. Data Retention

We retain personal data only as long as necessary:

- Enquiries: up to 12 months.
- Booking records: up to 2 years.
- Mailing list: until you unsubscribe.
- CCTV footage: up to 30 days (unless required longer).

10. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data.
- Request correction or deletion.
- Withdraw consent at any time.

- Object to processing where applicable.
- Lodge a complaint with the Information Commissioner's Office (ICO).

11. Sharing Your Data

We do not sell or share personal data with third parties except:

- Where required by law.
- With law enforcement where appropriate.

12. Contact Details

If you have any questions or wish to exercise your rights, please contact:
contact@welwick.org.

13. Policy Review

This policy will be reviewed regularly to ensure it remains up to date and compliant.