



## Register of data controllers

### Entry details

**Organisation name** : Meppershall Village Hall

**Registration reference** : ZA289749

**Date registered** : 26 October 2017

**Registration expires** : 25 October 2018

### Organisation Address

Meppershall Village Hall  
Walnut Tree Way  
Meppershall  
Bedfordshire  
SG17 5AB

### Customer enquiry contact details

Trustee & Treasurer  
The Brook  
18B Shefford Road  
Meppershall  
Bedfordshire  
SG17 5LJ  
Email address: dcbirch@btinternet.com

### Nature of work description

Nature of work - Charity (Local)

#### Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### Reasons/purposes for processing information

We process personal information to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution; administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records.

#### Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family detail
- lifestyle and social circumstances
- membership details
- goods and services
- financial details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature

#### Who the information is processed about

We process personal information about:

- members
- staff, volunteers
- trustees
- complainants, supporters
- enquirers
- advisers and representatives of other organisations

#### Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- members
- family, associates or representatives of the person whose personal data we are processing
- employees
- current, past and prospective employers

- healthcare, social and welfare organisations
- educators and examining bodies
- financial organisations
- employment and recruitment agencies
- survey or research organisations
- business associates and professional advisers
- providers of goods and services
- local and central government
- other voluntary and charitable organisations

#### Undertaking research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

#### CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

#### Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

**End of Report**