

## **Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 6<sup>th</sup> October 2025**

### **1. Attendance**

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Barbara Campbell (BC), Miranda Hickson (MH), Salena Leighton-Humphries (SLH), Fiona Stocks (FS), Andy Newton (AN).

Apologies: Rae Seng (RS)

The Chairman welcomed Fiona Stocks to the Committee and thanked her for volunteering to become a trustee.

### **2. Approval/ Amendments of the minutes of the previous Committee meeting**

It was agreed that the minutes of the Committee meeting held on 8<sup>th</sup> September 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

### **3. Microsoft Teams and Village Hall Website.**

The primary aim of the meeting was for **SLH** to provide Committee members with dedicated practical training for using Microsoft Teams as a centralized hub for enhancing teamwork. Under SLH's expert tuition, attendees explored Teams' features such as Chat, Meetings, File Storage and its close integration with the Microsoft 365 suite. In addition, Trustees were introduced to Microsoft's series of online training videos which could be used to enhance their familiarity with Teams' features at their own pace.

**SLH** also took the opportunity to introduce the Village Hall's website which she had recently created using the Krystal web hosting service. Krystal offered free website production and protection for registered UK charities and the cost of the domain name was £9.59 pa. **JC** was to reimburse **SLH** for this expenditure from the Charity's fund. In addition, **SLH** had drafted a privacy notice that would be compliant with the Information Commissioner's Office (ICO) requirements for adhering to legislation such as the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. A draft of the SWWVH's website's privacy notice is at Attachment 1.

**SLH** was thanked for her ongoing efforts regarding the implementation of Microsoft Teams and for providing the associated training. She was also congratulated on her creation of an extremely professional website for the SWWVH. Overall, the Committee was extremely grateful for her expertise and the time she was expending on both projects.

4. Any Other Business (AOB)

There were no items for AOB.

5. Date/Venue of Next Meeting.

The next meeting of the SWWVH Committee would be held at **JC's** home on 3<sup>rd</sup> November 2025 at 7pm. The primary aim of the meeting would be to start preparations for the Christmas Sing-Along on 12<sup>th</sup> December 2025.

Attachment:

1. Draft Privacy Notice for the SWWVH dated 6<sup>th</sup> October 2025.

## Sudbrook and West Willoughby Village Hall customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

### Contact details

#### Email

[enquiry@SWWVillageHall.onmicrosoft.com](mailto:enquiry@SWWVillageHall.onmicrosoft.com)

### What information we collect, use, and why

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Donation history
- Tax payer information (for Gift Aid purposes)
- Gifts in wills
- Visitors to our stores and website

We collect or use the following personal information for service updates or marketing purposes:

- Names and contact details
- Addresses
- IP addresses

We collect or use the following personal information for recruitment purposes:

- Contact details (eg name, address, telephone number or personal email address)

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Address
- Purchase or service history
- Witness statements and contact details
- Customer or client accounts and records
- Financial transaction information
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

We also collect or use the following special category information for dealing with queries, complaints or claims. This information is subject to additional protection due to its sensitive nature:

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

- Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to receive donations or funding and organise fundraising activities are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for service updates or marketing purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right

to object. To be clear, you do have the right to withdraw your consent at any time.

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for recruitment purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

## Where we get personal information from

- Directly from you

## How long we keep information

Following an event held at the Village Hall site, any personal data is destroyed within ONE year of retention.

Following the hiring of the site and/or any Village Hall equipment, any personal data will be destroyed within SEVEN years, in accordance with standard accounting principles.

Retention of Cookies from our website:

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select Remember Me, your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

## Website Policy

### Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

### Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

## Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

## What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Visitor comments may be checked through an automated spam detection service.



## Who we share information with

### Others we share personal information with

- Insurance companies, brokers and other intermediaries
- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Legal bodies or authorities
- Organisations we're legally obliged to share personal information with
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## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated: Monday 6<sup>th</sup> October 2025