

Record of Processing Activities

1. Introduction

This Record of Processing Activities (ROPA) documents the personal data processed by the Howard Hall Memorial Hall Management Committee in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It demonstrates our commitment to the accountability principle by recording:

- a. the categories of personal data processed;
- b. the purposes for which they are processed;
- c. the lawful basis for processing;
- d. who has access to the information;
- e. where the information is stored;
- f. whether special category personal data is processed; and
- g. where the applicable retention period is defined.

This document should be read in conjunction with the Howard Hall Memorial Hall Data Protection Policy, including the Personal Data Breach Procedure, our Privacy Notice and Data Retention Schedule.

2. Record of Processing Activities

<u>Processing Activity</u>	<u>Categories of Personal Data</u>	<u>Purpose & Lawful Basis</u>	<u>Access & Storage</u>
<u>Hall Booking</u>	<u>Name, postal address, telephone number, email address, booking details, payment status, transaction references and invoice details (payment card details are processed by Stripe and are not retained by the Hall) information and where applicable name of organisation</u>	<u>To manage the use of the Hall, administer invoices, record payments and communicate with our hirers.</u> <u>Lawful Basis:</u> <u>Contract.</u>	<u>Booking records are processed by MyHallWizard Ltd and stored securely in Ireland (an EU Member State). The information is only accessible by the Hall Secretary and Manager.</u>
<u>Committee Administration</u>	<u>Names, telephone numbers, email addresses and committee positions of Trustees and Committee Members.</u>	<u>Governance and compliance with the legal obligations of the charity and management of the Hall.</u> <u>Lawful Basis:</u> <u>Legal Obligation and</u>	<u>Accessible only to Hall Secretary and Trustees. These records are held electronically.</u>

<u>Contacts for Regular Hall Users</u>	<u>Names, telephone numbers and email addresses of Secretaries, Treasurers and other nominated representatives of organisations hiring Howard Hall Memorial Hall.</u> <u>The Committee does not retain membership records for those organisations.</u>	<u>Legitimate Interests.</u> <u>Communication regarding bookings, invoicing and administration of the Hall.</u> <u>Lawful Basis:</u> <u>Contract and Legitimate Interests.</u>	<u>Accessible only to authorised Committee Officers.</u> <u>Contact details are held within the booking system and Committee contact records.</u>
<u>Suppliers and Contractors</u>	<u>Business contact details, invoices and bank details where required.</u>	<u>Procurement of goods and services and payment of invoices.</u> <u>Lawful Basis:</u> <u>Contract and Legal Obligation</u>	<u>Accessible only to the Chair, Manager, Secretary and Treasurer.</u>
<u>Financial Records</u>	<u>Names, payment and donation records plus bank details where necessary.</u>	<u>Financial administration, accounting, audit and statutory reporting.</u> <u>Lawful Basis:</u> <u>Legal Obligation.</u>	<u>Accessible only to the Treasurer, independent examiner or auditor and statutory authorities where required by law.</u>
<u>Accident and Incident Records</u>	<u>Name, contact details, details of the incident and witness details where applicable. It is possible that these records could include information relating to an individual's health.</u>	<u>Compliance with health and safety law, insurance requirements and other legal obligations.</u> <u>Lawful Basis:</u> <u>Legal Obligation</u>	<u>Accessible only to Committee Officers and where necessary insurers and statutory authorities. Stored securely with restricted access</u>
<u>CCTV</u>	<u>Images of guests and visitors to the Hall, authorised and non-authorised.</u>	<u>Crime prevention, protection of staff and visitors, health and safety, protection of property</u> <u>Lawful Basis:</u> <u>Legitimate interests</u>	<u>Restricted access by the Hall Manager. Standalone system. Password protection, and audit logs</u>

<u>Website and Email Enquiries</u>	<u>Name, email address, telephone number (where provided) and correspondence.</u>	Responding to enquires and managing the Hall. Lawful Basis: Legitimate Interests.	<u>Accessible only to authorised Committee Officers through secure email accounts</u>
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All records are stored and destroyed in accordance with the Data Retention Schedule.

3. International Transfers

The Management Committee does not routinely transfer personal data outside the United Kingdom.

Booking information processed through **MyHallWizard Ltd** is stored in Ireland, an EU Member State. The United Kingdom recognises the European Union as providing an adequate level of protection for personal data and appropriate safeguards are therefore in place.

4. Technical and Organisational Security Measures

The Management Committee protects personal data by:

- a. restricting access to personal data on a need to know basis;
- b. using password-protected computers, mobile devices and online accounts;
- c. maintaining current antivirus software and appropriate security updates;
- d. securely storing paper records in secure storage;
- e. securely disposing of confidential documents when no longer required;
- f. maintaining and applying the Howard Hall Memorial Hall Data Retention Schedule;
- g. reporting and managing personal data breaches in accordance with the Howard Hall Memorial Hall Personal Data Breach Procedure; and
- h. ensuring that Committee Officers handling personal data understand their responsibilities under the UK GDPR.

5. Responsibility

Overall responsibility for maintaining this Record of Processing Activities rests with the Trustees.

The Hall Secretary is responsible for maintaining this document, ensuring that it accurately reflects the personal data processing activities undertaken by Howard Hall Memorial Hall and submitting any proposed amendments to the Trustees for approval.

6. Review

This Record of Processing Activities shall be reviewed every **two years**, or sooner if:

- a. there is a significant change in the operational management or administration of Howard Hall Memorial Hall;
- b. a new category of personal data is collected or an existing processing activity changes significantly;
- c. a new processing activity or information system is introduced;
- d. there is a significant change in relevant data protection legislation or guidance issued by the Information Commissioner's Office (ICO); or

- e. following any significant personal data breach where the Trustees consider that a review is necessary

Version	Record of Processing Activities Version 1
Date Approved	25 th August 2026
Approved By	Howard Hall Management Committee
Responsible Officer	Hall Secretary
Supporting Framework	Data Protection Framework
Related Documents	Data Protection (GDPR) Policy; Privacy Notice; Data Retention Schedule and Terms and Conditions of Hire
Review Date	August 2028