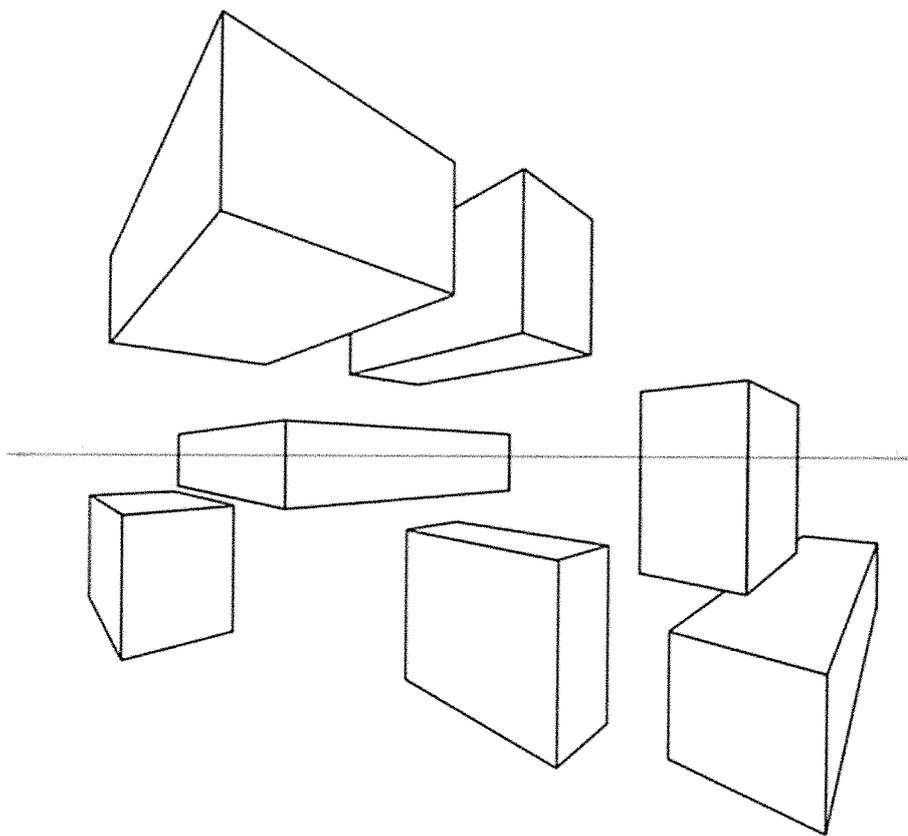
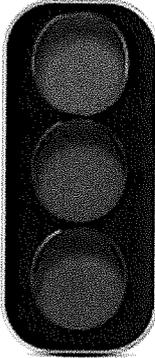
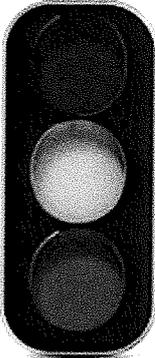

GUILDHALL REACTIVATION REPORT FOR THE GUILDHALL COMMITTEE



DATE: 17 May 2018

huwedmunds
ASSOCIATES
EVENT PARTNERS

STATUS

TRAFFIC LIGHT TASK INDICATOR	
	<ul style="list-style-type: none"> • Logo Brainstorm & Design ✓ • Website hierarchy and layout • Install event software ✓ • Event software training ✓ • Populate event software bookable items & configure to capture database requirements ✓ • Invoice format devised ✓ • Event software testing ✓ • Initial photography of main rooms to be able to market before ready • Staffing resource fully explored so it is up and ready when needed ✓ • Catering audit – timeline established ✓ • Investigation into foyer redesign ✓
	<ul style="list-style-type: none"> • Create collaterals (business cards, stationery, finally brochures) • Proposal templates set up ✓ • Catering equipment and set up installed • Audiovisual audit – timeline established ✓ • Staffing audit for different styles of events ✓ • Database up and running and being populated ✓ • Sales visits/Exhibition attendance • Wedding planner database focus ✓ • Continuous proposal response and contact with clients • Media schedule if approved

PROGRESS

Logo and branding

A rework of the logos has been undertaken and feedback from the Working Group has to date been positive. I am using one of the Guildhall logos for the moment for internal work, but realise that a formal acceptance and choice of logo is essential now for the continuance of collaterals, brochure, website etc to proceed.

GDPR

The RBS Software has now been installed and a training day undertaken. The software links to the accounting software so that monitoring of future incoming payments from clients/invoices will be relatively straightforward. A GDPR audit has been made.

Catering Audits

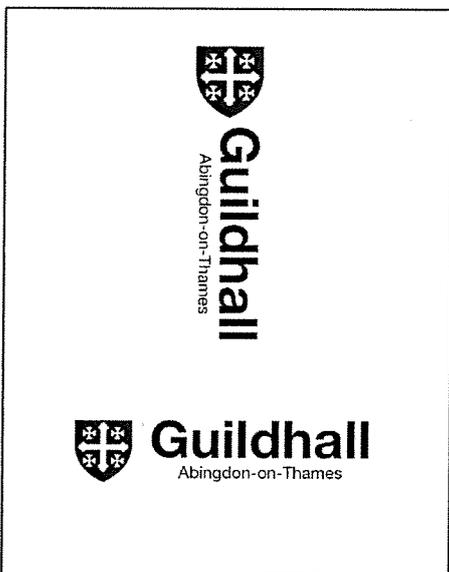
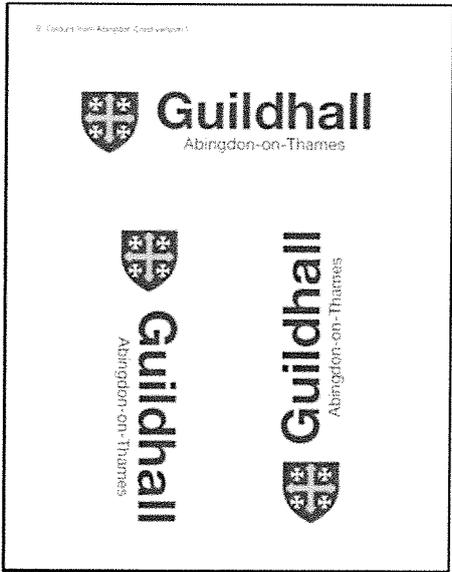
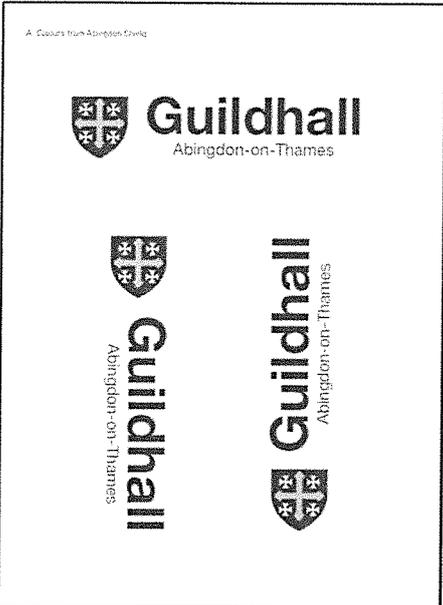
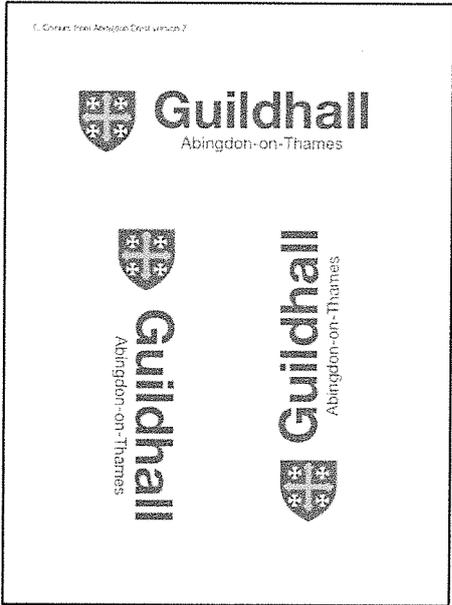
The catering audit has now been completed and costs obtained for the main kitchen works and fitting. In addition to the original brief, additional areas have been fleshed out ie the cellar, first floor coffee station and water provision. A further site visit was made and separate quote has been obtained.

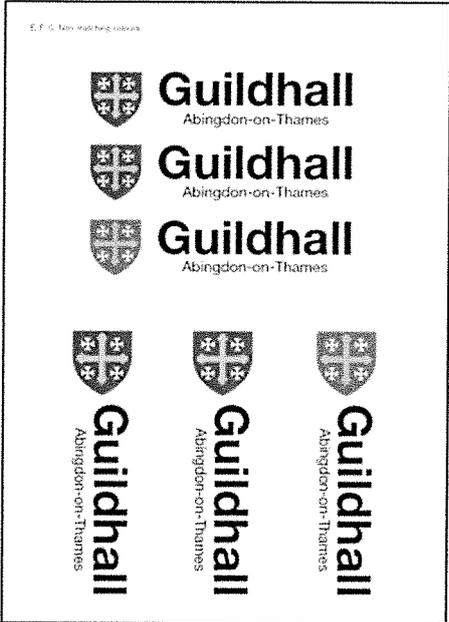
Also, a separate quote has been obtained for the running of the Unicorn cinema requirements.

Audiovisual Audit

An Audiovisual audit has taken place. This is commercially sensitive and we are awaiting further quotes before providing further information.

Addendum 1





Addendum 2

GDPR Audit Outline

By May 25th we need to be GDPR compliant. I am sure that the Town Council has already embarked about protecting the data held on Abingdon residents, but in terms of events, the Council still needs to be able to demonstrate that it has done everything reasonable to protect the data of EU nationals. By reducing the amount of data collected, protecting that which we have and stewarding any data we share, we can effectively demonstrate this. It is interesting to know that the UK government has already confirmed it will continue GDPR legislation following Brexit (whatever shape that takes).

Personal Data

The 1995 data protection principles established that personal data must be:

- Processed in a manner which is fair and lawful
- Used only for the manner it was intended
- Processed in a manner which is adequate and not excessive
- Accurate and kept up-to-date
- Not kept longer than its intended purpose
- Processed in accordance with the rights of the people the data is about
- Protected by technical and security measures
- Not transferred to third countries outside the EU

Sensitive Personal Data

There is also sensitive personal data (please see items below). None of these will apply to events held at the Guildhall.

- Racial or ethnic origin
- Political opinions
- Religious beliefs
- Trade Union membership
- Health data
- Sexual orientation
- Criminal convictions

Guildhall Events GDPR Audit

Purpose for which we will collect /process personal data

In the course of running the Guildhall suite of rooms as an events venue, we will be required to collect information for the smooth running of the events.

The main information collected/received from organisers will typically be:

- First name
- Surname
- Preferred email address
- Dietary Requirements
- Special Requirements (eg disabled access required/visual impairment etc)

This information would typically be collated by the organiser and sent to us in the form of a spreadsheet or in the body of an email.

We would not be requiring personal data such as date of birth, however we would stipulate that individuals would be required to be over 18 if alcohol were served.

This information is stored on secure servers and is only accessible through 2 computer terminals in the Town Hall offices and one laptop through a secure VPN connection.

For the purposes of such events no sensitive personal data would ever be collected or stored.

Recipients of personal data transferred outside the organisation

In terms of information communicated outside the organisation, the only third-party suppliers that require specific information are the caterers in order to cater effectively. Dietary requirements and tableplans would be forwarded to them in advance, so that they could make the necessary arrangements before arriving onsite. Therefore, the only information ever communicated would be first name, surname and dietary requirement.

When appointing third party suppliers, they will each be asked to display how their processes conform with GDPR and this will be added to our Guildhall Events GDPR Audit.

All other third-party suppliers provide services which do not require any personal information and usually require just a number/quantity.

Those suppliers will include (but this is not an exhaustive list) of:

- Florists
- Cake suppliers
- Additional audiovisual services (eg lighting/microphones)
- Musicians

In terms of transferring data to non-EU third-parties, this is not applicable as any third parties would be based in the UK.

Data retention procedures

It is huw Edmunds ASSOCIATES' recommendation that individuals personal data is removed following each event has been successfully closed. This can be made clear on our initial proposals that a) the reason for collecting information in the first-place b) how it will be used and c) how it will be deleted following the event.

In terms of keeping the client name and email address for continued marketing, that is if we have not already received recordable consent, we would send a consent email to add to our records of consenting client contacts.

Technical security measures

All data is stored on secure servers. Laptop has been configured with a secure VPN to allow remote access.

Record of training and HR documentation

Nigel Warner has been indicated as the Town Council's DPO and some NELC approved GDPR courses have been undertaken by key staff.

Subject Access Requests

In terms of responding to Subject Access Requests (SARs), the Guildhall will have a policy of responding within a month which we feel is a reasonable time. As the process of running an event requires only minimal and non-sensitive data, the requests will be relatively straightforward. If the SAR request comes in more than one month after the event, then unless our own internal procedure has faltered, then the request reflect that no information is held.

When the new website is being designed, we will ensure that a privacy notice is included which reflects the 2018 guidelines which will be clear, list the partners we possibly could share data with and a clear contact for making an SAR.

We do not envisage using any web software to register and will be relying on the client to forward details to us on each occasion. However, if this were implemented in the future, then we would incorporate a clear opt-in consent field for each participant with a clear outline of how any data collected would be used.

Consent and Legal Basis

For those historical customers of the Guildhall, we have devised a clear, non-legal speak email to inform them of the new opening of the Guildhall as an events venue with a GDPR-level consent button to respond if they wish to continue to be communicated with and receive information. There is also the provision for individuals to request that they be removed from the database. Following the sending of this email, sent well before May 25th, we will adjust our dataset accordingly to reflect individuals' wishes. Those individuals who do not respond will also be removed, but if subsequent consent is received then they can be reinstated.

Continued marketing to companies through email will be continued after May 25th, but with the link to the consent/opt-out weblink, so that they can make their wishes clear and if negative we will remove them from future emails.

ABINGDON-ON-THAMES TOWN COUNCIL

GUILDHALL COMMITTEE

THURSDAY 17TH MAY 2018

Addendum - Agenda item 9: Dates of Future Meetings

Please note that the scheduled dates of future meetings of this Committee are:

- 6th September 2018;
- 6th December 2018;
- 14th February 2019;
- 23rd May 2019 (first cycle of 2019/20)

It is also likely that special meetings of this committee will be required over the coming months so that decisions may be taken ahead of the re-opening to hire of the Guildhall.