

Claverton Down Community Hall – Privacy Policy

Your privacy is important to Claverton Down Community Hall (CDCH). This document tells you what to expect when we collect personal information about you.

What information we collect

If you contact us we will record your contact details (name, address, email address, phone number, etc) so that CDCH can contact you. If you book the Hall, we will ask you to fill in our booking form, which will include similar information plus details about your event.

Why we collect information

If you book Claverton Down Community Hall, we need to hold information about you for invoicing purposes, and as part of your booking agreement.

How long we hold information

We hold booking information for a period of three years beyond the end of the booking. We hold financial records for as long as we are legally required to do so. We hold Hall Committee meeting minutes for an indefinite period, to allow us to make reference to them.

Storing your information

Printed documents are held in locked premises, accessible only to CDCH Trustees including the Booking Secretary. Computers that store electronic documents are password-protected. When printed personal information is to be disposed of it will be shredded.

Sharing of information

We will not share your information with a third party unless we are legally obliged to, or there is a risk of harm to you or another; for example, in a safeguarding situation.

Your rights

You have a right to know what information we have about you. You also have a right to ensure it is accurate, and change it if it is not. You also have the right to have your details removed from our records. If you want to get in touch with us about the information we hold on you, please email: bookingsecretary@clavertondown.org.uk

Review of the Privacy Policy

We last updated this policy on 13th April 2019

Contact

To get in touch with us, please email: bookingsecretary@clavertondown.org.uk