

# Great Barford Village Hall

## Privacy Notice

### Privacy Notice for Customers

1. We will always use your data within the law
2. We will never pass your data to another organisation without your agreement
3. We will only contact you on official Village Hall management business

If you have any questions please email us at [gbvhlouise@gmail.com](mailto:gbvhlouise@gmail.com)

### Data Collection

We only collect personal information required for the administration and booking of your use of the village hall. On application for a booking we collect and store the following personal data;

- Name
- Email address
- Postal address
- Session cookie in your browser

### Data Retention

We will retain all the information listed above for the duration of your custom with us and any additional period required for regulatory and reporting purposes. You can request to view and delete the information we hold on you at any time.

### Data Updates

On a periodic basis we may ask you to let us know if any of your personal data has changed. You can also proactively notify us by email.

### Sharing Data

We will never share your data unless required by law or with your express permission in advance.