

Organisation – **Kilham Village Hall Association**

Organisation Registered Address - **Church Street, Kilham, Driffield, E Yorks YO25 4RG**

Charity Registration Number - **1078405**

Privacy Policy relating to Organisations or persons who Hire Kilham Village Hall.

The information you provide (personal information such as name, address, phone number, email address and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to bookings made by you or the organisation you represent. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your written consent.

The information provided will only ever be used in connection with the facilities and services operated by Kilham Village Hall Association.

Information Security

Kilham Village Hall Association has a duty to ensure that all personal information it holds about you is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This will be done by limiting the access to this information whether held electronically or on paper to authorised members of the association's Management Committee and by ensuring that all information is held in a secure manner, as a very minimum all electronic records will be password protected and held on approved computers.

The Association will only keep your data for the purpose it was collected and only as long as the committee feel it necessary, after which time it will be deleted

Access to information

You have the right to request access to any information the Association holds on you. This must be made in writing to the Data Information Officer appointed by the Management Committee.

Correction of information

If you believe that any personal information held by the Association about you is incorrect you must contact the Data Information Officer so that we can keep all information up-to-date.

Information deletion

As stated above you have the right to request all information held by you to be deleted and this must be done in writing to the Data Information Officer.

Right to object

You have the right to object to the Association if you believe that any Personal Information held is not being used for the purpose it was collected. Any objection must be made in writing to the Data Information Officer.

Right to choose method of contact

You have the right to choose how you wish to be contacted Post, email or telephone. This information will be collected at the time you provide your personal information. You may change the method of contact at any time by notifying the Data Information Officer in writing.

Sharing of information within the Association.

Your personal information will not be shared with any third party and restricted to those members of the Association who are appointed to control the procedures required for the purpose of Hire of the Village Hall

Automated Decision Making and Profiling

Kilham Village Hall Association does not use any form of Automated decision making or profiling of individual personal data

Complaints

If you have a complaints regarding the way your personal data has been processed you may make a complaint to the Data Information Officer and the Information Commissioner's Office

(casework@ico.org.uk Tel: 030 123 1113

Summary

In accordance with the law Kilham Village Hall Association, only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Association does not use profiling, we do not sell or pass your details to third parties. The Association does not use your data for purposes other than those specified. The Association makes sure that your personal information is stored securely and will delete all information deemed no longer necessary. Kilham Village Hall Association will constantly review its Privacy Policies and keep it up to date in protecting your data.