

# *KIMPTON MEMORIAL HALL*

## **Privacy Policy**

This privacy policy applies to Kimpton Memorial Hall and to the website at <http://www.kimptonmemorialhall.co.uk>. It explains what personal information we collect about you and how we use it. We are committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 1998 and personal information will be collected, used fairly, stored safely and not disclosed to any other person unlawfully.

### **How we use your information**

This privacy notice tells you what to expect when we collect personal information. We will make it clear when we collect personal information and will explain what we intend to do with it. The information required to administer the bookings is stored in a password protected application on a password protected computer. We **will not** share your personal information with third parties unless we have your consent or to comply with a legal obligation.

If you have any questions about how your contact details are being managed, or wish to check or amend your contact details, then please contact the Booking Secretary. If you are unhappy with how we manage your contact information you have the right to refer the matter to the UK Information Commissioner.

### **Contact with the Memorial Hall**

When you contact the Booking Secretary, sufficient information will be obtained to enable us to contact you. If you enter into an agreement to hire part or all of the Memorial Hall we will obtain sufficient information to enable us to identify you and to invoice you for the costs involved. This will usually be your name, the organisation you represent (if applicable), address, telephone number and an email address. The information will be deleted when no longer required or after 2 years.

If you opt to have any damage deposit refunded electronically by bank transfer, the Booking Secretary will ask you for your bank details which will be passed on to the Treasurer to make the payment and then deleted.

### **Visitors to the website**

No data is collected when someone visits the Kimpton Memorial Hall website and we are not responsible for the content or reliability of the linked web sites and do not necessarily endorse the views expressed within them. We cannot guarantee external links will always work and we have no control over their availability. You should read the privacy statements for all websites you visit.

### **Review of the Privacy Policy**

This policy will be reviewed bi-annually.

Last reviewed: May 2024

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