



## **WATER LANE UNITED REFORMED CHURCH**

**Water Lane, Bishop's Stortford, CM23 2JZ**

**Charity No. 1129836**

### **Data Privacy FAQs**

#### **Where can I find a copy of the Church Data Privacy Statement?**

The Data Privacy Statement is available on the Online Hall Booking site and on the Churches website at [www.waterlaneurc.org.uk](http://www.waterlaneurc.org.uk)

#### **What contact information can visitors to the booking site see?**

The calendar does not display the contact information for hirers.

You can set the default level of privacy for the bookings. There are two options:

**Hide Contact Details:** Personal information (including, name, address and other contact ID) is not displayed on the public calendar. However, other people can see the title of the event and the description.

**Private:** No personal information is publicly displayed. The event title is also hidden. Only the start, finish time and rooms being used are displayed on the public calendar.

Only site administrators can see information that has been made private.

#### **If I create a user account, is it secure?**

For hirers making one-off bookings who haven't created an account, he/she needs to choose a password. This is used by the hirer to make changes to a booking, or to delete it altogether.

If an event password is lost and needed again, an administrator can set a new password.

All passwords (event, administrator and override) are encrypted. It isn't realistically possible to decrypt the password.

#### **Will my data be shared with third parties?**

Hall Booking Online does not pass on any information from the bookings database to third parties. We also do not have any third-party advertising on the site.

As with most websites, we use cookies. These are used for two reasons:

- 1) To allow the Administrators to log in.
- 2) To optimise the site by keeping a general record of site usage.

Cookies don't identify individual users and are not used for advertising purposes.

**Is my data stored outside the UK or Europe?**

Bookings data is stored on servers in the UK and/or EU.

**How long is my data kept?**

Data is stored going back the previous two calendar years.

e.g. If the year is currently 2026, bookings data for 2024 and 2025 and invoices issued in those years are retained.

**Who can I contact if I have any questions or requests?**

See the Data Privacy Statement for the latest contact details.