

Witham Friary Village Hall Privacy Policy

Date approved by management committee	First approved: November 7 th 2022
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This Privacy Policy applies to information we (Witham Friary Village Hall) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this policy please contact withamfriaryvillhall@gmail.com

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Making a booking and payment	Name, email, address, phone number, payment information	Legitimate interests - this information is necessary for us to fulfil your intention of booking and paying for the hall and your expectation of receiving a confirmation message.

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.

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us
- contact you about your hall booking and hall usage

3. When we share your data

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

4. How long we keep your data

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.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

The Witham Friayr Village Hall booking system is created and managed by Hall Booking Online (<https://hallbookingonline.com/contact>). Hall Booking Online does not pass on any information from the bookings database to third parties and they do not have any third-party advertising on the site. As with most websites, Hall Booing Online uses cookies. These are used for two reasons:

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

Cookies do not identify individual users and are not used for advertising purposes.

If you have questions about privacy, please get in touch either with Witham Friary Village Hall withamfriaryvillhall@gmail.com or Hall Booking Online info@hallbookingonline.com

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

END OF POLICY