

Grendon Village Hall - Privacy Statement

The Grendon Village Hall Management Committee ('we', the 'Committee') respect your privacy and is committed to protecting your personal data. This privacy notice tells you how we look after your personal data when you interact with us either through hiring the village hall or by contacting us through the website, by Email, text or any other means. The policy tells you about your privacy rights.

About us

For the purposes of data protection legislation, the Committee is the "data controller" which means that the members of the Committee are responsible for how your information is used and how it is stored. The Chair is the person responsible for ensuring that the requirements of data protection legislation are complied with. They may be contacted by e-mail through

gvhnorthants@gmail.com.

The Personal Data we hold on you

'Personal data' is information that identifies you as an individual and relates to you. This data will have been provided by you through direct interactions. You may give us your data when corresponding with us by post, phone, email or otherwise.

- The personal data we hold will be held in our files and may include; name, home address, contact telephone numbers and e-mail address.
- We also record and retain details of your hire of the hall. This includes but is not limited to, date of hire, time from and time to and purpose of the hire.
- We retain copies of written and electronic communications we receive from you.
- We record details of any payments you make.
- It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

How we use your personal information

The personal information we hold about you may be used for some / all of the following:

- To communicate with you about your interest in Grendon Village Hall
- Raise documentation related to charging for the hire of the village hall or any other legitimate charge relating to the use of the village hall
- To keep you informed about activities, future events etc
- To send you invitations, information and reminders etc
- For historical, research or statistical purposes.

We have a legitimate interest in processing your personal data i.e. we have an interest in ensuring that you and we receive all the information required for you to hire Grendon Village Hall. We do not rely on your consent to use your personal data.

How we contact you

You may be contacted by email, telephone or post. Please tell us if you do not wish to be contacted by these means.

Who we share your data with

- We share your details with members of the Committee, never with anyone seeking to contact you who is not on the Committee without your consent.
- We may share your information with trusted third parties to help us perform certain tasks. They only use your data for our specified purposes.
- In accordance with our legal obligations we may share your personal information with the police or other authorities as the need arises.
- We may need to share information with the emergency services if, for example, you are injured on the village hall premises. We may also share your information with our insurers.
- The information we share will be strictly limited to the personal data required for each task.

Third party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you visit another website via one of the links, we encourage you to read the privacy notice of every website you visit.

How we keep your data safe

Your personal data will only be available to members of the Committee and third parties as described above.

How long will we keep your information?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. We will keep copies of written or electronic communications from you for at least 24 months. Thereafter, we may destroy or archive the material.

What action we take if your data is breached

Whilst every effort is taken to protect your data, breaches can arise. A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or

availability of personal data. For example, if someone accesses the data or passes it on without proper authorisation. In that event, we will take remedial action as a matter of urgency.

If you are worried that your personal data has been compromised, and you believe this may be due to some action on the part of the Committee, you should draw this to the attention of the committee as soon as possible, in order that it can be properly investigated.

Your rights

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can ask what information we hold about you and be provided with a copy;
- you can ask us to delete the information that we hold about you;
- you can ask us to send you, or another organisation, certain types of information about you;

If you wish to exercise any of the above rights, you should write to the committee explaining what action you want us to take and the reasons for doing so.

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