



Hanslope Village Hall

General Data Protection Regulations

Privacy Notice

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1. Introduction and General Terms

The Hanslope Village Hall (HVH) is committed to protecting your personal information. This Privacy Notice relates to the use of any of your personal information we have a record of. This Privacy Notice explains the following:

- what information HVH may collect about you;
- how HVH will use information we collect about you;
- when HVH may use your details to contact you;
- whether HVH will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;

HVH is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information. Your data is stored securely and within the EEA.

The HVH website may contain hyperlinks or information related to Hall user websites and social media sites owned and operated by third parties. These third-party websites have their own privacy policies and are also likely to use cookies, and we therefore urge you to review their privacy policies. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

2. What information will HVH collect?

When you participate in a HVH hire contract, event, or 100 Club memberships we may receive or collect personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number.

These services include but are not limited to:

- Becoming an HVH 100 Club member
- Participating in or Operating an HVH event
- Participating in or attending an event affiliated with or endorsed by HVH as a helper volunteer

3. How will HVH use the information it collects about me?

HVH will use your personal information for a number of purposes including the following:

- To provide our services, activities or online content in order to provide you with information about HVH , its activities and related information and to deal with your requests and enquiries;
- To provide you with the most user-friendly Hire experience;
- For "service administration purposes", which means that HVH may contact you for reasons related to the service, activity you have signed up for or to notify you of updates to our Privacy Notice.
- To contact you about a submission you have made, including any content you provide;

Where HVH proposes using your personal information for any other uses we will ensure that we notify you first.

4. When will HVH contact me?

HVH may contact you:

- In relation to any service, activity or online content you have signed up for, in order to ensure that HVH can deliver the services;
- In relation to any correspondence we receive from you or any comment or complaint you make about HVH ;
- In relation to any contribution you have submitted to HVH , for example by email or in person;
- To keep you informed about HVH via magazines, newsletters or other correspondence distributed by email, at meetings, by post or by other means.

5. Will I be contacted for marketing purposes?

No you won't. We offer regular communications via our notice boards, website, Facebook to let you know about HVH . These communications will only relate to HVH and its events, or those affiliated to or endorsed by HVH.

6. Will HVH share my personal information with anyone else?

We will keep your information within HVH . We will not share your information with anyone outside HVH except:

- where we have your permission;
- where required as appropriate to fulfil any requests you make (e.g. Bank refunds);
- where provision of your information is required for you to receive the services you have requested.
- Where you have agreed to volunteer for, participate in or attend an event, we will assume you are happy to share your contact details with organisers and other volunteers unless you tell us otherwise.

7. How long will HVH keep my information?

We will hold your personal information for the duration of your HVH membership (100 Club). In the event that you do not renew your membership your information will be kept for six months in order to facilitate easy renewal and will then be deleted. All other personal information and records will be held as detailed in our Document Retention Policy.

You can ask for your data to be deleted at any time however in the case of regular hires or 100 club members the deletion will result in the booking deletion or 100 Club removal.

8. Can I find out what personal information HVH holds about me?

Under the Data Protection Act you have the right to request a copy of the personal information HVH holds about you and to have any inaccuracies corrected. We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you that we hold in our files. Please address requests and questions about this or any other question about this Privacy Notice to:

The Data Protection Co-ordinator
 Hanslope Village Hall
 Newport Road,
 Hanslope
 MILTON KEYNES
 Buckinghamshire,
 MK19 7NZ

(email: secretary@hanslopevillagehall.co.uk)

9. Can I delete my data?

You can send a request asking HVH to delete your personal information to:

The Data Protection Co-ordinator
 Hanslope Village Hall
 Newport Road,
 Hanslope
 MILTON KEYNES
 Buckinghamshire,
 MK19 7NZ

(email: secretary@hanslopevillagehall.co.uk)

Data will be deleted within 30 days of receipt of such a request.

10. Changes to the HVH Privacy Notice

This Privacy Notice may be updated from time to time so you may wish to check it each time you provide personal information to HVH . The date of the most recent revisions will appear on this Privacy Notice.

If material changes are made to the Privacy Notice, for instance affecting how we would like to use your personal information, we will provide a more prominent notice (including, for certain services, email notification of Privacy Notice changes).

11. Contacting HVH about this Privacy and Cookies Policy

If you any questions or comments about this Privacy and Cookies Policy please contact:

The Data Protection Co-ordinator

The Data Protection Co-ordinator
Hanslope Village Hall
Newport Road,
Hanslope
MILTON KEYNES
Buckinghamshire,
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