

DATA PRIVACY

Data Protection Policy

Guilsborough Village Hall is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you book the village hall or join our mailing list.

The information we collect

We collect basic personal details such as your name, address, e-mail address, telephone number.

How we use information

We will use your information to communicate with you about your booking. We will also tell you about forthcoming events organised by the village hall or news about the village hall that is likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Your rights

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. You are on our database because you have booked the village hall or have expressed an interest in booking. Circulating information to you is a necessary part of promoting our facilities but you can ask us to stop sending you this information and remove your details from our files at any time. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at the address below. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

By email to the Secretary: info@guiltsboroughvh.co.uk

By post to: Guiltsborough Village Hall Secretary, c/o The Old Bakehouse, High Street, Guiltsborough, NN6 8PY

We are committed to reviewing our policies and good practice regularly.