

## **STOKE ROW VILLAGE HALL PRIVACY POLICY**

SRVH is committed to protecting your privacy and complying with the Data Protection Act 1998 and General Data Protection Regulation 2018.

This policy sets out the basis by which we collect, use and disclose personal data, as well as your rights in respect of such Personal Data.

We may update this Privacy Notice from time to time and will publish an up to date copy of the Privacy notice on the charity website.

### **How we collect your Personal Data**

- When you contact us via telephone or email
- In the course of managing a booking

### **What type of Information do we collect?**

- Your name , address, email address, telephone number and any other information that we need to complete your booking
- Bank details

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party

### **Information Security**

SRVH has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by us at any time.)

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting Sylvia Miller at [stokerovillagehall@live.co.uk](mailto:stokerovillagehall@live.co.uk)