

## **HARLINGTON VILLAGE HALL PRIVACY POLICY**

Harlington Village Hall and its Management Committee is committed to protecting your personal data and will use any personal or sensitive data we collect from you. This is in line with the General Data Protection Regulations (GDPR).

Harlington Village Hall collects data from regular hirers to assist us in communicating, planning and organising day to day operations of the village hall for example, coordinating the hall calendar and collecting payments.

When you become a regular hirer of Harlington Village Hall we may need to collect some of the following information from you:

- Name
- Email address
- Phone number
- Address

This is not an exhaustive list and further information may be asked for if required.

The data will be used by the committee, and particularly the bookings secretary and treasurer, to manage your booking with Harlington Village Hall, payments and manage the hall calendar.

We will never pass your details onto a third party for marketing purposes.

Harlington Village Hall is only available for hire to persons over 21 years of age and we do not knowingly collect or store personal data about anyone under this age.

Harlington Village Hall will remove any data collected on a person or organisation once the hirer cancels their regular booking.

Where you have withdrawn your consent for us to use your data i.e.: by formally informing us of cancellation of your booking, we will remove you from our mailing list and remove data from our files. This will, however, affect your regular booking as it will hinder our communication with you and your organisation.

Under GDPR you have the following rights over your data and its use:

- The right to be informed about what data we are collecting on you and how we will use it.
- The right of access – you can ask to see the data we hold about you
- The right of rectification – you can ask that we update or correct your data
- The right to object – you can ask that we stop using your data for a particular purpose
- The right to erasure – you can ask us to delete the data we hold about you
- The right to restrict processing – you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.

All requests relating to your data should be made via email to [harlingtonvillagehall@gmail.com](mailto:harlingtonvillagehall@gmail.com) or you can speak to any member of the management committee.

You can find out more about your rights on the Information Commission's Office website.

Our privacy policy will be stored on our website at [harlingtonvillagehall.co.uk](http://harlingtonvillagehall.co.uk)

If we make changes to our privacy statement or processes, we will post the changes on our website and an email or hardcopy shall be sent to every member.

Where required by law, we will ask your permission to continue to process your data after these changes are made.

Harlington Village Hall Management Committee.

January 2025

Review date January 2026