
PRIVACY NOTICE TIBBERTON VILLAGE HALL/TCLT

INTRODUCTION:

Tibberton Village Hall Management Committee/TCLT respects and values the privacy of everyone who visits this website and uses our Village Hall.

We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Notice carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of Website. If you do not accept and agree with this Privacy Policy, you must stop using our website immediately.

1. Information About Us

We are Tibberton Village Hall Management Committee/TCLT, a registered charity under charity number 1157013

Data Protection Officer: Helen Savage

Email address: enquiries@tibbertonvillagehall.org

Telephone number: 07943813973

Postal Address: Tibberton Village Hall, Vardroe Way, Tibberton. WR9 7TG

2. What Does This Policy Cover?

This Privacy Policy applies only to your use of our website and to your use of the Village Hall and its facilities when hiring from us. Please note that CCTV is used at the Village Hall for security purposes. Our CCTV policy can be requested from the Data Protection Officer.

3. What is Personal Data?

Personal data is any information about you that enables you to be identified such as your name and contact details.

4. What Are My Rights?

Under data protection legislation, you have a number of rights including but not limited to the right to access the personal data we hold about you, the right to have your personal data rectified, updated or deleted if any of your personal data held by us is inaccurate or incomplete and the right to restrict processing of your personal data. And to opt out of marketing activities.

If you require further information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 1 above.

Further information about your rights can also be obtained from the Information Commissioner's Office www.ico.org.uk or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Data Do You Collect?

Depending upon your use of our website and whether you book the Village Hall, we may collect some or all of the following personal and non-personal data:

- Name;
- Email address;
- Telephone number;
- Banking details;
- IP address;
- Web browser type and version;
- Operating system;
- A list of URLs starting with a referring site, your activity on our website, and the site you exit to.

6. How Do You Use My Personal Data?

Your personal data will be used for one of the following purposes:

- Communicating with you. This may include responding to emails or calls from you;
- To allow you to book and pay for the hire of the Village Hall;
- Supplying you with information by email that you have opted-in to (you may unsubscribe or opt-out at any time).

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message or post with information, news in relation to the Village Hall and events. You will not be sent any unlawful marketing or spam. You will always have the opportunity to opt-out of this type of communication.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

8. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. **Can I Withhold Information?**

You may access our website without providing any personal data at all.

11. **How Can I Access My Personal Data?**

Please contact us using the contact in part 1 above. We will provide you with a “subject access request” form to enable you to make your request. There is not normally any charge for a subject access request and we aim to respond within 1 month of receiving your request.

12. **Changes to this Privacy Policy**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change the way we operate in a way that affects personal data protection.

Any changes will be immediately posted on our website and you will be deemed to have accepted the terms of the updated Privacy Notice on your first use of our website following the alterations. We recommend that you check this page regularly to keep up to date.