

Privacy Policy for Users of the Grayshott Village Hall



Introduction

The Grayshott and Hindhead Institute and Village Hall (hereinafter referred to as the Grayshott Village Hall) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you as a user of the Grayshott Village Hall. For the purposes of this policy a user will be considered to be an individual hiring the Grayshott Village Hall for his or her own purposes or an individual acting as the representative of a community group, charity, company, group of people or other organisation.

Personal Information Collected

We collect basic personal information such as your name, address, e-mail address and telephone number. Bank account details may also be collected when we need to make payment to you for example to refund a damages deposit.

Use of Information

We will use your information to communicate with you regarding your bookings or potential bookings and to keep you informed of other matters relating to the Grayshott Village Hall, for example changes to charges or conditions of use. Summary details of bookings are published in the diary section of our website. This use is in our 'Legitimate Interest'. We will not share your information with other 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 personal information we hold about you is accurate and up to date.

We will keep your information indefinitely after you remain an active user of the Grayshott Village Hall because you may resume your connection with us in the future, however you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further communications.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. 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, our data protection practices, or to make a Subject Access Request, please contact the Bookings Secretary: 01428 788035 bookings@grayshottvillagehall.co.uk.