

## Privacy Policy for Friends 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 Friend of the Grayshott Village Hall. Friends are individuals or organisations who support the Grayshott Village Hall by payment of an annual or life-time subscription.

### **Personal Information Collected**

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

### **Use of Information**

Your name will appear on our website and be displayed within the Grayshott Village Hall to acknowledge your support – if you do not wish your name to be published in this way, please let us know. We will use your information to contact you in respect of your subscription and to inform you of events such the annual general meeting. This use is in our 'Legitimate Interest'.

### **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 as a Friend until you cease to be a Friend.

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](mailto:bookings@grayshottvillagehall.co.uk).