



# **WOOLAVINGTON VILLAGE HALL**

## **POLICIES AND PROCEDURES**

# **PRIVACY POLICY/STATEMENT**

# **Woolavington Village Hall Privacy Policy February 2023**

## **1. Our contact details**

Name: Woolavington Village Hall Management Committee

Address: Higher Road, Woolavington, TA7 8GY

Phone Number: 01278 229268

E-mail: wvh-maintenance-ideas@hotmail.com

## **2. The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact data).

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reason:

- To manage your bookings of Woolavington Village Hall.

We may share this information with HallWizard as our data processor.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent.** You can remove your consent at any time. You can do this by contacting us.

## **3. How we store your personal information**

Your information is securely stored by Hallwizard in the Republic of Ireland.

Some information may be stored on secured and password protected laptops which are used by the committee to help manage our service to you, to promote your activity and for advertising events at the hall.

We keep contact information until you no longer have any bookings on our system and until you no longer have outstanding debts owing to us. We will then erase your information electronically from our systems.

## 4. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [wvh-maintenance-ideas@hotmail.com](mailto:wvh-maintenance-ideas@hotmail.com) if you wish to make a request.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [wvh-maintenance-ideas@hotmail.com](mailto:wvh-maintenance-ideas@hotmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>