

WINTERSLOW VILLAGE HALL PRIVACY POLICY

Who we are

Winterslow Village Hall is a Charitable Incorporated Organisation (CIO), Registered Charity Number 1183009, run by Trustee Volunteers and committee members who are based in the village of Winterslow

Address:

Middleton Road
Winterslow
Salisbury
Wiltshire
SP5 1PQ

Our website address is: <https://www.winterslowvillagehall.org.uk>

We know how important it is for you to understand how we use your data. This Privacy Policy sets out how and why we collect, store, process and share your personal data. We will always be transparent with you about what we do with your personal data.

This Policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Privacy Policy or your rights under it, please contact us by post at the above address or by email on enquiries@winterslowvillagehall.org.uk

What personal data we collect and why we collect it

We collect personal data for the lawful purpose of managing the hall.

Contractual Purposes and Legitimate Interest

Winterslow Village Hall uses personal data (name, address, telephone number and email address) for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, volunteers and staff employment.

We won't use your information for any other purposes unless we are required to do so by law.

Your data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact enquiries@winterslowvillagehall.org.uk.

Privacy on our booking system

Those booking which are processed on a cloud-based system provided by Hallmaster will also be subject to the Hallmaster terms of service, regardless of whether the booking has been entered by the end user, or by the hall booking administrator on behalf of the end user. The relevant policies are:

- [Hallmaster Terms & Conditions](#)
- [Privacy Policy](#)
- [Hallmaster User Licence Agreement](#)

Privacy on our website – the full privacy policy and terms of use are available on our website but please note:

- **Comments**

Any opinions or comments you offer us and which are added to our website are offered solely for visitors' reference. Your details will not be used for any other purpose and you may request their removal at any time.

- **Photographs**

If you provide images for use on the website, you should avoid providing images with embedded meta data (e.g., EXIF GPS, or IPTC caption or keywords) which might provide personal information. Visitors to the website can download and extract any such data from images on the website.

It is important to be aware that some people could be identified from photos and it is best practice to obtain consent before you submit them for use on our website.

Written consent must be obtained from those with parental authority (parents or legal guardians) before using photographs in which children can be identified.

What rights you have over your data

Rights	What does this mean?
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. Therefore, we're providing you with the information in this Privacy Policy.
The right of access	You have the right to obtain access to your information (if we're processing it), and other certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
The right to rectification	You're entitled to have your information corrected if it's inaccurate or incomplete.
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
The right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We will keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
The right to data portability	You have rights to obtain and re-use your personal data for your own purposes across different services. E.g., if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
The right to object	You have the right to object to certain types of processing, including processing for direct marketing.

We will usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing information for:

- baseless or excessive/repeated requests
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from the time we receive your request, but if the request would take longer than that to deal with, we will let you know.

Making a complaint

If you are unhappy with how we've handled your information, or you would like to exercise your rights, contact us at enquiries@winterslowvillagehall.org.uk.

If you're not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the UK data protection authority, the [Information Commissioner's Office \(ICO\)](#).

How will you know if we amend this Privacy Policy?

We may need to make changes to this Privacy Policy at any time. If we make any material change to how we collect, use or share your personal information, we will update this Privacy Policy and inform you of these changes by posting prominent notices of the key changes on our website.