

# ***Bromeswell Village Hall***

## ***Privacy Notice: Hirers of the Hall***

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It is important to us that you understand and are happy with how we use your information.  
**Please take time to read this Privacy Notice in full.**

### ***Data Subjects***

Are people like you, who hire our hall or grounds.

### ***What we do with your personal data?***

We use your personal data to help us with bookings and keeping in contact with you in this regard. We can do this because we have a legitimate interest in knowing who is hiring and running activities in our hall and grounds.

### ***Your right to withdraw consent at any time***

You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical. However we will not be able to continue to hire to you as we need to keep this for administration purposes.

### ***Your right to require the erasure of your data (right to be forgotten)***

If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical. However will keep for 21 days from date of last use, and then will no longer be able to hire to you as we must have this data for administration purposes.

### ***Who gets to see your personal data?***

We only share your personal data internally with trustees responsible for bookings.

We do not share your data with anyone else.

We do not sell your data.

### ***How long do we keep your personal data?***

We only keep your personal data while you continue to hire the hall, either regularly or from time-to-time.

If you have not booked the hall for 2 years we will delete your data.

If you book the hall for a one-off event (e.g. Wedding/Funeral), then we will remove your data after 21 days.

### ***We do not transfer your personal data to other countries.***

### ***The existence of each of your rights***

Under the General Data Protection Regulation you have the following rights:

- a) to be told about what data we have, how and what we use it for, and who we share it with (as we are doing in this Privacy Notice).
- b) to be given access to your personal data.
- c) to have any errors corrected or incomplete data completed.
- d) to stop us using your data if you think our use is unjustified or the data is inaccurate.

### ***Your legal obligation***

If you wish to hire the hall you must supply your personal details for administration purposes. If you do not we will not be able to hire the hall to you.

### ***The existence of automated decision making, including profiling***

The Charity does not use computers to analyse your data in order to make computer decisions about what communications the charity should, or should not, send to you.

### ***The right to complain to the UK Information Commissioner's Office:***

If you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

Helpline on 0303 123 1113, <https://ico.org.uk/make-a-complaint/>

### ***Identity and contact details of the controller.***

The Charity's Data Controller is the Trustees Treasurer: Patrick Clarke.

The Controller can be contacted via e-mail: [patrick.clarke@bromeswellhall.co.uk](mailto:patrick.clarke@bromeswellhall.co.uk)

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