

ASHURST VILLAGE HALL
ASHURST, NEAR STEYNING, WEST SUSSEX, BN44 3AP

PRIVACY NOTICE

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Ashurst Village Hall (the "Hall") of Ashurst, Near Steyning, West Sussex, BN44 3AP

About this document

This privacy notice sets out the way we process your personal data and to make sure you are aware of how we use your data as a member of, or visitor to our Hall, or to our website.

How we collect your information

We may collect your personal data in the following ways, namely:

- Directly from you - when you fill in an application for a booking, when you make enquiries on our website, or by telephone application or enquiry.
- From someone else who has applied for a booking on your behalf (for example a family member who has provided us with your contact details for that purpose).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communication information
This may include email addresses, telephone numbers and postal addresses.
Records of communications and interactions we have had with you for booking or feedback purposes.
- Financial information, including Bank details where relevant.
- Certain other information which you volunteer when making your booking.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Hall booking, including:
 - sending you booking confirmation/correspondence;
 - taking payment of booking fees;
- Communication about our Hall activities that we think may be of interest to you;
- Storing your details on the software platform we use for our online booking system / management database.
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Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you, regardless of your marketing preferences, in order for us to fulfil our contractual obligations to you as a member of our Hall.

Examples of these essential service communications are:

- Records of transactions, such as payment receipts.
- Booking related mailings such as your booking requests for future events.

You may update your choices and/or your contact details, at any time, by contacting the Booking Secretary:

Sharing your information with others

We do not sell or share your personal data to other organisations other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our trustees and volunteers, for the purposes of administering your booking and/or giving you access to information regarding your booking.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most booking data, this means we retain it for so long as you have a valid booking(s) and for a period of one year after your last interaction with us.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).

- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Use Of Cookies

This website uses cookies to improve the user's experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server, to provide the user with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browser security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to understand better how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information. You can read Google's privacy policy here for further information [<http://www.google.com/privacy.html>].

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, please contact:

The Chairman,
Ashurst Village Hall
Near Steyning, West Sussex, BN44 3AP
Telephone: 01403 710015

thetimmsare@btinternet.com

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office web-

site: www.ico.org.uk.

Policy Date: August 2018

Review Date: August 2022