



*Claygate
Village Hall Association*

Registered Charity No., 305007

CVHA PRIVACY NOTICE

(to meet the GENERAL DATA PROTECTION REGULATION 2018)

INTRODUCTION. The Claygate Village Hall Association takes your privacy seriously and will only use your personal information to administer your account and provide the service you have requested from us on the booking form. We only collect basic personal data about you which does not include any special types of information. This includes name, address, email and phone number.

WHY WE NEED YOUR DATA. We need to know your basic personal data in order to provide you with on-going organisational updates on any rate changes or availability of your booking in line with the booking contract. We will not collect any personal data from you which we do not need in order to provide and oversee this service to you.

WHAT WE DO WITH YOUR DATA. All the personal data we use is processed by our 2 officers, the Lettings Manager for booking and the Treasurer for payment. No third parties have access to your personal data unless the law allows them to do so.

HOW LONG WE KEEP YOUR DATA. We are required under UK tax law to keep your basic personal data (name, address, contact details) a minimum of 6 years after which time it will be destroyed.

WHAT ARE YOUR RIGHTS? If at any point you believe the information we use is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. The email address is enquiries@claygatevillagehall.co.uk