

EAST STOUR VILLAGE HALL

Location: Back Street, East Stour, Gillingham, Dorset SP8 5JY (no post box)

Registered Charity no. 301127

Privacy Policy

This privacy policy explains how we (East Stour Village Hall Management Committee) will use any personal information we collect about you when you hire the hall.

What information do we collect about you?

We collect information about you when you hire the hall through our booking forms and any direct communications such as emails, phone calls and face to face meetings. This includes:

- Contact information: (name; address; email; telephone numbers).
- Bank Account details: (name of account, sort code, account number) for the repayment of damages deposits by BACS where appropriate.

How will we use the information about you?

We collect information about you to manage your booking(s) at East Stour Village Hall. Contact information will be stored (by the Hiring Secretary and if necessary the Treasurer) electronically in your emails and completed booking forms, on paper in the form of your completed booking form(s) and entries in the Village Hall diary. Data is held for a period of 2 years to provide hall utilisation figures and comparisons.

Bank Account details are held by the treasurer until the deposit has been repaid by BACS (if applicable).

We will not disclose any information to any other organisation or company unless required to do so by law.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email The Chair of the Village Hall (*see Village Hall Contacts*).

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this policy. This privacy policy was adopted by the East Stour Management Committee on 26th April, 2022.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by email to a member of the East Stour Management Committee listed below.

Village Hall Contacts:

Chair: Henry Miller, tel: 01747 838274, email: hallettsfarm@gmail.com

Secretary: Pauline Robinson, tel: 01747 838229, email: michael.robinson6@mypostoffice.co.uk

Hiring Secretary: Sheila Squire, tel: 01747 838488, email: 19she68@gmail.com

Maintenance: Rod Dowding, tel: 01747 838351, email: mar23rod18@gmail.com

Treasurer: Sarah Miller, tel: 01747 838274, email: hallettsfarm@gmail.com