

Iron Acton Parish Hall

Privacy Policy



Your privacy is important to The Hall Committee. Please read the whole of this statement carefully as it sets out what information we may collect from you, how we may use it and your rights in respect of our use and the key details of our privacy policy.

From time to time, we may need to change our privacy policy because of changes in our organisation, legislation or in our attempts to serve your needs better. We will use reasonable efforts to publish any changes to our privacy policy.

Our privacy policy governs any kind of data processing including collection, use, storage and deletion of personally identifiable information. Personal data will be obtained for specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose (s).

The Data Protection Contact for The Hall Committee is Sara Hunt.

What Information We Collect

If you contact us, we will record your contact details (name, address, email address, phone number) so that The Hall Committee can contact you. If you book the Hall, we will ask you to fill out our booking form, which will include this information plus details about your event.

We manage personal information in accordance with the Data Protection Act 2018.

Any questions regarding our processing of personal data should be directed to us via enquiries@ironactonparishhall.co.uk

Why We Collect Information

We are guided by the following principles when processing data:

1. If you book the hall, we need to hold information about you for invoicing purposes, and as part of our booking agreement.
2. We will not collect data beyond what is necessary to accomplish those purposes.
3. We will not use your data for purposes other than those for which it was collected.
4. We will seek to verify and/or update the data of regular hirers periodically and we will accept requests from you for amendment of the data held.

How Long We Hold Information

Except when otherwise stated, we will not store data in identifiable form longer than is necessary to accomplish its purpose or as required by law.

We hold financial records for as long as we are legally required to do so.

We hold a set of hall committee meeting minutes for an indefinite period to allow us to make reference to them.

Storing Your Information

Printed documents are held in a locked cupboard, accessible only to The Hall Committee.

Devices that store electronic documents are password protected.

When personal information is to be disposed of, it is shredded.

Sharing of Information

We will not share your information with a third party unless we are legally obliged to, or there is a risk of harm for example in a safeguarding situation.

We reserve the right to publish photos of events at The Hall on our website and local community publications, unless specifically instructed to the contrary.

Your Rights

You have a right to know what information we have about you. You also have a right to ensure it is accurate, and change it if it is not. You also have the right to have your details removed from our records. If you want to get in touch with us about information we hold on you, please email enquiries@ironactonparishhall.co.uk