

Southwater Village Hall

Privacy Policy

This Privacy Policy tells you why Southwater Village Hall collects personal information.

It applies to information we collect when making a booking to hire the Village Hall.

We will monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

Southwater Village Hall will be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998.

If we do hold information about you we will:

- Give you a description of it.
- Tell you why we are holding it.
- Tell you to whom it could be disclosed.
- Let you have a copy of the information in an intelligible form.

To make a request to the Southwater Village Hall for any personal information we may hold, you need to put the request in writing addressing it to postal address (see below).

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting Southwater Village Hall.

If you want to request information you can email us at:

secretary@southwatervillagehall.org.uk or write to:-

Southwater Village Hall Committee
Church Lane
Southwater
West Sussex RH13 9BT

We hold the details of the people/organisations who have requested to hire our village hall. This is not shared or passed on to others. We will use an individual's contact information to send them a booking hire agreement to make their booking.

We do not collect more information than is needed to fulfil our stated purpose and will not retain it for longer than is necessary. It will then be securely destroyed.

We keep our privacy policy under regular review.

Contact: Secretary, Southwater Village Hall Committee
secretary@southwatervillagehall.org.uk

Policy adopted by Southwater Village Hall Management Committee on 12th September 2018

Review Date September 2019