

# Little Kingshill Village Hall Privacy Policy

To understand that we are committed to safeguarding your privacy online, we invite you to read our privacy statement below.

## **Our contact details**

Name: Little Kingshill Village Hall

Address: Windsor Lane, Little Kingshill HP16 0DZ

## **The type of personal information we collect**

We currently collect and process the following information:

- Email addresses and contact details of existing hirers and potential new hirers which we collect from our online booking enquiry forms

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- to enable us to communicate with you about hall bookings, community events and functions
- to enable us to hold complete and up to date records and submit accurate annual accounts to the Charity Commission, in accordance with our legal obligations

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are as follows:

**(a) Your consent.** You are able to remove your consent at any time. You can do this by contacting [dataprotection@lkh.org.uk](mailto:dataprotection@lkh.org.uk)

**(b) We have a legitimate interest.**

We do not share your information with third parties.

## **How we store your personal information**

Your information is securely stored, however no data transmission over the internet can be guaranteed to be 100% secure. Hence, we cannot warrant the security of any information you transmit to us from our online services and you do so at your own risk. Once we receive your information electronically, we will make best efforts to ensure its security on our systems.

We keep personal data for as long as is necessary to fulfil the purposes for which it is collected. Our normal data retention period is 6 years unless there is a legitimate interest for retaining that data for a longer period. We will then dispose of your information by deletion from all our systems.

## **Internet Cookies**

This website uses cookies to provide you with a better user experience. This is done by placing a small text file on your device/computer hard drive to track how you use the website and to keep you logged into the website where applicable. Some cookies are required to benefit from full functionality of the website.

Through a cookie control system, you are able to accept the use of cookies and control which cookies are saved to your device. Your web browser should provide you with the necessary controls to manage and delete cookies.

## **Google Analytics**

We use google analytics to learn more about user activity. This collects information such as page views, length of visit etc. This does not collect specific information about you or track back activity to individual users.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dataprotection@lkh.org.uk](mailto:dataprotection@lkh.org.uk) or at *Little Kingshill Village Hall, Windsor Lane, HP16 0DZ*, if you wish to make a request.

You also have the right to complain to the ICO, (Information Commissioner's Office), at [www.ico.org.uk](http://www.ico.org.uk), if you consider that there is a problem with the way in which we are handling your data.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [\[Insert your organisation's contact details for data protection queries\]](#).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Tell people how to make a complaint to you here. Include the ICO's address.