

General Data Protection Policy

Principles

The General Data Protection Regulations (GDPR) 2016 cover the responsible use of peoples personal data.

Barnston village hall (BVH) management committee uses and protects any data that you provide to use when using our website or booking the hall.

BVH management committee is comitted to ensuring that your privacy is protected.

Should we ask you for certain information by which you can be identified you can be assured it will only be used in accordance with this privacy statement.

Policy Statement

- **Collecting Data**
This may include:
Your full name
Details of your organisation
Contact details (address, phone number, and email)
- **Use of the Data**
We may need the data to fully understand your needs
We may need to contact you about your booking
- **Security**
We are committed to ensuring that yoour information is secure.
Any data we collect via our website or in person, is only stored either on paper or a simple spreadsheet that is shared only among the management committee.
Any data collected is disposed of securely at the end of the hire period.

General Points

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to the visitor's needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes:

+ if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at bookings@barnstonvillagehall.co.

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Barnston Village Hall

Management Committee, Chelmsford Road, Barnston, Great Dunmow, Essex
CME 1LR.

Incorrect or Removal of your Data

If you believe that any information we are holding on you is incorrect or incomplete or you would like your details removed from our data. Please write to or email us as soon as possible enclosing a copy of a utility, Tax or similar document to confirm your identity, at the above address. We will promptly correct any information found to be incorrect.