

Rushwick Village Hall

Privacy Notice

Rushwick Village Hall
Bransford road
Rushwick
Worcester
WR2 5TA

Website: www.rushwickhall.co.uk

General.

This Privacy Notice gives you an overview about how we handle personal data, including information we may collect from our hirers. We respect individuals' rights to privacy and to the protection of personal information.

We may update our Privacy Notice from time to time. When we do, we will publish the updated Privacy Notice on our website, www.rushwickhall.co.uk. We encourage you to visit our website regularly to stay informed of the purposes for which we process information and your rights to control how we process it.

Information we hold.

When we receive enquiries, provide quotations, and take bookings from hirers, their personal data may be recorded. The data may include (but is not limited to) name, address, phone number, and email address. The lawful basis for this is the ability to perform contracts.

Data retention.

We do not store credit card or debit card information.

Personal data of hirers is retained for 6 to 7 years.

Archive accounting data may contain some personal data of hirers, and be retained for longer periods than above. The lawful basis for this is the legitimate interest of the Hall.

How we intend to use your personal data.

Personal data is used only for the purpose of hiring, including enquiries and quotations.

Sharing data.

Personal data will never be passed or sold to a third party, unless you give specific permission. It will not be used for marketing campaigns. The only exception is if we are bound by law to pass information to law enforcement bodies, judicial bodies, government entities, tax authorities or regulatory bodies.

Access to data.

You may contact us at any time, and request that we provide a copy of all personal data held by us with respect to yourself, in portable format. You may also request us to provide it to a third party, if technically feasible. We are not responsible for any such party's use of the information, which will be governed by their agreement with you and any privacy statement they provide to you.

Complaints.

Should you wish to complain in any way about the way we handle your personal data, you are encouraged to contact us first in order to resolve the issue. You can at any time complain to the Information Commissioner's Office (ICO). For more information, visit <https://ico.org.uk/>