

Hewish & Puxton Village Hall

Registered Charity 304554

% The Secretary & Treasurer, 18 Mitford Slade Court, Mendip Road, Yatton BS49 4JG

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Privacy Statement

1. Preamble

- 1.1 This policy relates to Hall hirers, hall trustees, contractors, volunteers and any other persons who, from time to time, comes into contact with the Hall in such a way that personal details about them, or that can in any way identify them, need to be recorded as part of executing the purpose of their connection to or contact with the Hall.
- 1.2 We are committed to protecting your personal information, being transparent about what information we hold about you and to using any personal data that we hold responsibly, conscientiously and respectfully. We use your information in accordance with all applicable laws concerning the protection of personal information.

2. Information about you

- 2.1 We collect personal information from you when you request to use the facilities of Hewish & Puxton Village Hall or connect with the Hall in any other way indicated in the preamble above. This information will include your name, title and contact details (and, where needed for financial transactions between us, bank details).
- 2.2 Your consent will be deemed to last while you remain a user of our Hall or remain connected with it in any of the other ways indicated in the preamble above.

3. Our use of this information

- 3.1 Your personal information will only be used for purposes of ensuring that you have the best experience of being connected with the Hall and of using our Hall and its facilities.
- 3.2 We will not share your information with any outside parties unless we contact you, for your permission, beforehand.

4. Security

- 4.1 We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us.
- 4.2 Communications about bookings and about our Hall and its facilities will be sent by post, by e-mail or posted on our website. For ease of use and compatibility, our communications with you will not be encrypted and may therefore not be fully secure. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all these communications being virus-free.

5. Cookies

Our internet presence is via the Puxton Parish Council website at www.puxtonparishcouncil.org.uk. This website uses cookies, which are small text files that are automatically placed onto your device by some websites you visit. The information the cookie contains is set by the server and can be used by that server whenever the user visits the site. Cookies are widely used to allow a website to function more efficiently and to provide information on how the site is being used; they do not record confidential or personal information. This Hall does not access or use any cookie information.

6. Other information

- 6.1 If you would like us to correct or update information that we hold about you, or if you would like information to be deleted from our records, please get in touch with us via the contact information at the head of this policy.
- 6.2 This privacy policy may be updated, as needed and will, in any event, be reviewed annually.
- 6.3 This privacy policy only covers Hewish & Puxton Village Hall and the exclusive pages it carries on the Puxton Parish Council website. It does not apply to any links or addresses that lead you away from those exclusive pages.