LLANFOIST VILLAGE HALL

PRIVACY NOTICE

How we use your information

This privacy notice tells you the data we obtain for people hiring or enquiring about hiring the Village Hall.

Personal Data we hold:

The personal data required is the contact information necessary to complete the booking or answer an enquiry, i.e.:

- Name
- Address
- Telephone number
- Email address

Other information collected includes details about the booking or enquiry, such as date and time; purpose of hire; facilities required and other information relevant to the booking.

We will never share your information with a third party without your consent.

What we do with your personal data:

When a booking enquiry is made, an email is generated to the Village Hall email address; which is a Googlemail account and protected by Google's cyber security.

The authorised member of the Management Committee, acting as Bookings Manager, will make an entry in the Booking Calendar on the village hall website and respond to the email enquiry with confirmation of the booking details and hire charge.

The entry in the calendar will be marked as 'Private' and the details not visible to anyone other than authorised members of the Management Committee who are permitted to book, amend or cancel for any booking entry.

If requested, the Bookings Manager will mark a calendar entry as 'Public'; e.g. for an exercise class which is open to anyone to attend.

Where we hold your personal data:

Googlemail and the Village Hall website Booking Calendar

For how long do we hold your personal data?

Personal data for one-off bookings will be retained for 12 months after the event, unless payment is outstanding.

Personal data for regular bookings will be retained for 12 months after the final booking, unless payment is outstanding.

Data controller and Data processor:

The Data Controllers and Data Processors are authorised members of the management team who share the responsibility of managing bookings, payment for bookings, and answering other general queries.