

Privacy Notice

Stanton Village Hall (charity number 520520) collect non-personal and personal information for the following purposes:

1. To effectively provide and operate our website including online booking system;
2. To effectively provide and operate our Hall hire to both regular and non-regular hirers;
3. To collect donations made to the charity.
4. To administer volunteers and trustees.

General use and bookings

We may also use your comments, feedback and recommendations for future marketing.

For those who choose to use PayPal, We use PayPal to process payment and donation information. For more about PayPal's data handling please see their privacy notice.

We use Google Analytics to track web activity anonymously. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to advertise the Hall and take bookings. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. In fulfilling bookings through Wix.com we will require information such as your email, name and address. See Wix's privacy notice for more on their data handling, security and retention schedule. From time-to-time we may send emails with updates from us.

We use Google including Gmail and Google Calendars to record bookings and operate our public calendar. We keep all private hirers booking details anonymous on this public calendar – these are marked as 'Private Booking'.

If you make a booking with us, we will contact you to confirm your booking, to troubleshoot problems, or to collect fees or monies owed. We may seek your opinions through surveys or questionnaires.

Document Control

Policy created	August 2019 (v2)	Author: Tracey Wond
Updated	Dec 2019 Email address updated	By: Tracey Wond
Reviewed	Reviewed	By: Tracey Wond

Your booking information may be passed within our organisation, to members of our Committee or staff, as well as with external contractors we engage to manage our business (Hall Warden for instance). This is to ensure your booking can be fulfilled – such as arranging key collection/deposit.

If you don't want us to process your data any more, please contact us at: bookings@villagehallstanton.com

Trustees and Volunteers

We collect your data to fulfil business obligations such as adding your details to the Charity Commission (Trustees) and sharing your name and bio on our website and at our AGM (Trustees).

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, whilst you have a booking or have had a booking in the last 12 months we will notify you that it has been updated.

We will not retain bookings information beyond 7 years unless there is an ongoing dispute in relation to the Hire period (for instance where legal proceedings are ongoing).

In the event of a data breach, we will assess the severity of the breach and if critical will contact you as soon as possible. Given that we don't hold payment details directly (these are handled securely via PayPal) this is highly unlikely.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at bookings@villagehallstanton.com or admin@villagehallstanton.com

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