

Privacy Notice – St Johns Hall, Church Road, Mountnessing, Brentwood, Essex CM15 0TH

About this document

This privacy notice sets out how we use your personal data, how it is collected, how it is held and how it is processed. We have created this privacy notice to make sure you are aware of how we use your data as a visitor to our Hall.

Data Controller

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Data Controller is St Johns Hall, Church Road, Mountnessing, Brentwood, Essex CM15 0TH. St Johns Hall is a Registered Charity under the Charity Commission for England & Wales, number 1081152.

Data Protection Officer

St Johns Hall is not required to appoint a Data Protection Officer. All data protection issues should be communicated to:

Dawn Parker

St Johns Hall, Church Road, Mountnessing, Brentwood, Essex CM15 0TH

Email: dawn.parker21@yahoo.co.uk

Phone: 07984 791941

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for a booking;
- From someone else who has applied for a booking on your behalf (for example a family member who has provided us with your contact details for that purpose).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including e mail address, telephone numbers and postal address, records of communications and interactions we have had with you;
- Financial information, including Bank Details;
- Certain other information which you volunteer when making your booking.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Hall booking, including:
 - sending you booking confirmation/correspondence;

- taking payment of booking fees;
- returning booking deposit.

How we store personal data

Personal data is stored in the following ways:

- Paper booking forms
- E mail communications
- Electronic diary
- Manual diary

These are secured in an alarmed private premises and password protected where relevant.

Communicating with you

There are some communications we need to send to you in order for us to fulfil our contractual obligations.

Examples of these essential service communications are:

- Records of transactions, such as payment receipts.
- Booking related mailings such as your future booking requests.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 07984 791941

Email: dawn.parker21@yahoo.co.uk

Sharing your information with others

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our trustees for the purposes of administering your booking and giving you access to information regarding your booking.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most booking data, this means we retain it for so long as you have a valid booking(s) and for 18 months thereafter.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have

the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact:

- by email: dawn.parker21@yahoo.co.uk
- by telephone: 07984 791941

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.