

PRIVACY POLICY

Who we are

Dalham Village Hall is a registered charity, Registered Charity Number 304875, run by Trustee Volunteers who are based in Dalham Village.

We are at:
26 The Street
Dalham
Newmarket
Suffolk
CB8 8TF

Our website address is: www.dalham.com

This Privacy Policy sets out how and why we collect, store, process and share your personal data. We will always be transparent with you about what we do with your personal data.

This Policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Privacy Policy or your rights under it, please contact us by post at the above address or by email on editor@dalham.com

What personal data we collect and why we collect it

Dalham Village Hall uses personal data (name, address, telephone contact number, email address) for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and its fundraising activities.

The lawful reason for processing data in this way is “contract” for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall.

The lawful reason for processing data for fundraising activities is “legitimate interest”.

The lawful reason for processing data in relation to the mailing list is “consent”.

We won't use your information for any other purposes unless we are required to do so by law.

Privacy on our booking system

Dalham Village Hall requires all persons wanting to hire the hall to complete a Hire Agreement Booking Form and return it by email or post. This contains some or all of the following personal details in hard copy and/or electronic format: -

- Name of hirer
- Address
- Landline telephone number
- Mobile telephone number
- Email

The information is held by the Village Hall Booking Secretary and contact details are used solely to facilitate the planned hire.

Personal information will never be given to third parties without the express permission of the individual making the booking.

Hirer information is held for three years from the time of last contact for reference purposes such as repeat hires. Hirer's may request that some or all of their personal details be amended or deleted from the records held and this will be done as soon as it is practical.

Privacy on our website

Our website does not support user comments, therefore no personal details are retained.

No cookies are set for website users, and if any are implemented, they will only be used for tracking usage of the website and no personal information will be used.

If you provide images for use on the website, you should avoid providing images with embedded meta data (e.g. EXIF GPS, or IPTC caption or keywords) which might provide personal information. Visitors to the website can download and extract any such data from images on the website.

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Who we share your data with

We will not share your personal information with any outside parties without first contacting you and obtaining your express permission.

How long we retain your data

Data collected for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and its fundraising activities, may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact editor@dalham.com

For users who sign up for the Mailing List, we will retain your information for this purpose for as long as you give us consent to do. You can withdraw consent at any time by clicking the link at the end of any of our emails. Please contact the editor on editor@dalham.com if you wish to exercise your rights (see below) regarding the data that is held for this purpose.

What rights you have over your data

Rights	What does this mean?
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Privacy Policy.
The right of access	You have the right to obtain access to your information (if we're processing it), and other certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
The right to rectification	You're entitled to have your information corrected if it's inaccurate or incomplete.
The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling legal reason for us to keep using it. This is not a general right to erasure; there are exceptions.
The right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. E.g., if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
The right to object	You have the right to object to certain types of processing, including processing for direct marketing.

We will usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing information for:

- baseless or excessive/repeated requests
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from the time we receive your request, but if the request would take longer than that to deal with, we will let you know.

Making a complaint

If you are unhappy with how we've handled your information, or you would like to exercise your rights, contact us at editor@dalham.com

If you're not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the UK data protection authority, the Information Commissioner's Office (ICO).

How will you know if we amend this Privacy Policy?

We may need to make changes to this Privacy Policy at any time. If we make any material change to how we collect, use or share your personal information, we will update this Privacy Policy and inform you of these changes by posting prominent notices of the key changes on our website www.dalham.com.

This policy was first published on 7 July 2020

Updates:

Date	Update summary