**Stour Row Village Hall data protection and privacy policy**

**Overview**

* Stour Row Village Hall Management Committee (VHMC) takes your privacy seriously and will only use your personal information to allow us to manage your booking. We only collect basic personal data about you which does not include any “special categories1” of information. The information we hold will be limited to name, address, email and phone number.

**What we do with your data**

The data we hold on you will only be used to manage your bookings and collect payment for hire fees. Information about your booking, including your name, may be displayed on our publicly viewable booking calendar.

**How we keep your data**

Our charitable status requires to retain our out financial records for 7 years. We are required to retain data acquired for “track and trace” purposes for 21 days.

**Your Rights**

If at any point you believe that the information we hold on you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Requests concerning data usage should be sent E mail to the Secretary of the VHMC (see Stour Row Community website for contact details, <https://stourrowvillage.org/>). -

**Village E mail**

As part of the Village Hall’s role in benefiting the community a local Stour Row Village E mail distribution list will be maintained. The E mail addresses (of those people giving consent) will be held on a secure database to allow information of local interest to be distributed around the village. Anybody can request to see the data that is held on them or to withdraw from the Village E mail by contacting the Chairman of the VHMC (see Stour Row Community website for contact details, https://stourrowvillage.org).

* 1 These would include data on racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sex life and sexual orientation or biometric data.