



# **LANGWITH BASSETT COMMUNITY HALL**

## **General Data Protection Regulation – GDPR Policy**

Langwith Bassett Community Hall Management Committee (the Hall Committee) recognises the General Data Protection Regulation (GDPR) of May 2018.

The regulation seeks to focus on the individual and how that individual's data is used and processed. This policy sets out how the Hall Committee achieves this. The Hall Committee respects your privacy and realises the importance of keeping your personal information secure.

### **How we collect data:**

From our interactions with you whether over the phone, in person, in writing, or through our website or emails. Specifically:

- ★ Enquiries received via the website or Facebook.
- ★ Subscription to our promotional emails.

The information we collect will typically include your name, telephone number and your email and/or postal address.

### **How we use your data:**

- ★ To communicate with you regarding hire of the Hall.
- ★ To provide information on upcoming events organised by the Hall Committee and booking offers.
- ★ We will never share or sell your personal information to third parties.
- ★ We will retain your information for as long as you have an active relationship with the Hall concerning an enquiry or booking.
- ★ If you cease to have an active relationship with the Hall or you do not agree to being added to our database your information will be removed from all Hall systems.

The Hall email service and email marketing service are hosted on secure servers. Both are password protected and accessible only by the Hall Committee.

Each time you receive a marketing email you may opt out of receiving further notifications.

You may also contact us to correct inaccuracies in the data which we hold about you, or if you wish to opt out of our database, at any time.

This can be done via;

- ★ our website; [langwithbassetcommunityhall.btck.co.uk](http://langwithbassetcommunityhall.btck.co.uk),
- ★ by emailing; [communityhallupperlangwith@hotmail.co.uk](mailto:communityhallupperlangwith@hotmail.co.uk),
- ★ or by calling; 07432 337272.