

# **Shipton-on-Cherwell & Thrupp Millennium Village Hall Data Privacy Policy**

(Last updated April 2024)

## **Our contact details**

Name: Shipton-on-Cherwell & Thrupp Millennium Village Hall

Address: The Village Hall, Main Road, Shipton-on-Cherwell, Kidlington, OX5 1JT

E-mail: shiptonvillagehall@gmail.com

## **The type of personal information we collect**

We currently collect and process the following information:

- name and contact details including email address(es) and telephone numbers.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reasons:

- to make an enquiry about booking a facility at the Village Hall through the use of the contact form on our website
- and/or (off-line) by email or telephone to make such an enquiry or to follow up and complete a booking.

We use the information that you have given us in order to assist you and ourselves in making arrangements in relation to hire of the Village Hall's facilities. We do not use the information that you have given us for any other purpose whatsoever.

We will not share this information with any third parties unless, in the unlikely situation, of being under a legal obligation to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting us.

## **How we store your personal information**

We will keep your information secure by taking reasonable and appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

We will only retain your data for as long as we need it to fulfil our purposes including any relating to legal or accounting requirements. We will then dispose of your information by deleting it from our database of all users and any other relevant records.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate.

**Your right to erasure** - You have the right to ask us to erase your personal information.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information.

**Your right to object to processing** - You have the the right to object to the processing of your personal information.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint by writing to at the address provided. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>