

## Messingham Village Hall Privacy Notice

### Our contact details

Name: Messingham Village Hall

Address: Orchard Close, Messingham, DN17 3TS

Phone Number:

E-mail: [messinghamvillagehall2@gmail.com](mailto:messinghamvillagehall2@gmail.com)

### The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Address
- E-mail address

### 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 one of the following reasons:

Hire of Messingham Village Hall

We use the information that you have given us in order to:

Ensure the security of the hall. Should there be any damage while hirers are in the hall, they can be contacted after

Arrange the hire of the hall

invoice for payment of hire of the hall

We will not share this information with any third parties.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [messinghamvillagehall2@gmail.com](mailto:messinghamvillagehall2@gmail.com)**

**(b) We have a vital interest.**

**(c) We have a legitimate interest.**

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

Your information is securely stored within the password protected e-mail address of [messinghamvillagehall2@gmail.com](mailto:messinghamvillagehall2@gmail.com)

We keep your information for up to 2 years. We will then dispose your information by deleting the data.

## **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. You also have the right to ask us to complete information you think is incomplete.

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

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

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

**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 at [messinghamvillagehall2@gmail.com](mailto:messinghamvillagehall2@gmail.com) 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 to us at [messinghamvillagehall2@gmail.com](mailto:messinghamvillagehall2@gmail.com)

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  
SK9 5AF

Helpline number: 0303 123 1113

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