



## Data Protection & Cookies

Knowle Village Hall committee will comply with the General Data Protection Regulations (GDPR) in order to protect your personal details. Any personal information you provide will only be used by us for administration and accounts.

We will not use your information for any other purpose and will not share your information with other organisations.

## Privacy Policy

The Trustees are committed to protecting your privacy. Please read the policy as it is part of your contract when you hire the hall.

### Information that we collect

This includes your name, phone numbers, email address, postal address, and your intended use of the hall. If you are representing a group or organisation we will also record their details.

### How we use the information collected

We may use this information to process bookings, maintain the online calendar, and for financial and record keeping purposes or to contact you. Information will only be stored for as long as needed. It is a legal requirement that financial records must be retained for 7 years. If you wish to see the details we hold about you, please write to the secretary

### Disclosing your information

The Committee will not give your personal data to outside bodies unless required to do so by law.

### How your data is protected

We take the protection of your data seriously and will keep it private and secure. We restrict access to those who need it to process your booking and payment

### Governance

We will review this policy at regular intervals to confirm that it meets the requirements of the GDPR and will emphasise its importance to current and future trustees and volunteers

## Website Cookies

This website uses cookies which help it to function properly. Cookies are small files placed on your device when you browse, which help us to improve and develop our website. They are used routinely on most websites. They do not collect your personal data and we do not use them for any other purpose, other than to enhance your viewing experience.

You can block the cookies by telling your browser to do so, but this may prevent the website from working properly.

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