



St Andrew's Hall

St Andrew's Hall General Privacy Notice

In order to comply with the General Data Protection Regulation (GDPR) legislation for May 2018, the following information outlines our commitment to compliance regarding data collection and its use by St Andrew's Hall.

When is your data collected

Basic information, such as name, address, phone number(s) and email address(s) are collected upon making an enquiry and/or booking at the hall.

Why is my information stored

All information is kept in order to facilitate easy access to your details should St Andrew's Hall need to get in contact with you by post, phone or email. It also negates the need to take all of your details down if a subsequent booking is being made.

How is the data stored

Basic information (name, address, phone number(s) email addresses(es) are stored on a password protected computer or if received in paper copy in a locked office.

When and how is my data used

Your data is only used for contacting you and assisting in making enquiries or bookings at St Andrew's Hall. We very occasionally may send out invitations to events we believe are of interest to you as a user of the Hall. Data is NOT shared nor given to any other third parties. The information collected will NOT be shared with any other party for marketing use.

Data Retention

Basic contact information will be kept on the database for any future contact by you to St Andrew's Hall and the person responsible for appropriate storage of your data is the Hall Manager.

Certain information is required by company law to be kept for seven years (for example invoices with customer name and address on them), in these instances the data would be stored as previously mentioned.

Your right to information stored

At any time you have the right to request details of what data is stored by St Andrew's Hall at no cost to yourself or your company.

You have the right to request changes to any incorrect data at any time.

You have the right to request deletion of any data stored as long as it is not required to be kept by overriding current legislation (ie HMRC).

Disputes and Complaints

If you feel that your data has not been used in the correct manner or any query about the data has not been dealt with in a satisfactory way you have the right to make a complaint to the Information Commissioners Office;

By phone: 0303 123 1113

Online: www.ico.org.uk/concerns