



LYTCHETT MATRAVERS VILLAGE HALL

Registered Charity No. 301148

PRIVACY POLICY

We are committed to protecting your privacy and complying with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. This Privacy Policy explains how we collect, use, and protect your personal information and forms part of our Terms of Use.

1. What Information Do We Collect About You?

We collect information about you when you book the Village Hall or request information from us. The types of information we may collect include your name, postal address, email address, and telephone number, so that we can contact you as necessary.

You may request details of the personal information we hold about you. If you would like a copy, please write to us with your request. If you believe that any information we hold is incorrect or incomplete, please write to or email us as soon as possible, and we will promptly correct any inaccuracies.

2. How Do We Use the Information We Collect About You?

We use your information to manage your village hall booking, handle related correspondence, and maintain accurate records for administrative and financial purposes.

Information submitted via our online enquiry form or booking request will be used solely to respond to your enquiry and manage your booking.

3. Lawful Basis for Processing

We process your personal data on the lawful basis of *contract* (to manage your booking) and *legitimate interest* (to maintain records necessary for the operation of the Village Hall charity).

4. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements. Booking records are normally kept for up to six years in line with charity and financial regulations.

5. Disclosing Your Data

We never make your personal details available to anyone other than the Village Hall Trustees for any reason. We may, however, have to disclose your information if required by law, or if a court, the police, or another law enforcement agency requests it.



6. How Is Your Information Protected?

We take the protection of your information seriously and have appropriate physical and technological measures in place to keep it safe. Access to personal data is restricted internally to Trustees who need the information to manage your booking. We never transfer your data outside the UK.

7. Your Rights

Under the UK GDPR, you have the right to:

- Access the personal data we hold about you.
- Request correction of any inaccuracies.
- Request deletion of your data (where legally possible).
- Object to or restrict our processing of your data.
- Request a copy of your data in a portable format.

You have the right at any time to withdraw your consent to our holding of your personal information and to lodge a complaint with the supervisory authority, the **Information Commissioner's Office (ICO)**.

8. Trustees and Volunteers

We also hold limited personal information relating to trustees and volunteers for governance and administrative purposes, in accordance with our legal obligations as a registered charity.

9. Cookies

Our website may use essential cookies required for core functionality, such as enabling the online enquiry form and the booking system. These cookies do not store personal information and are only active while you use the site. We do not use advertising or analytics cookies.

You can adjust your browser settings to block or delete cookies, but this may affect the operation of some website features.

10. Lytchett Matravers Village Hall Management Committee

Approved by: Lytchett Matravers Village Hall Management Committee

Any queries relating to this Privacy Policy should be addressed to:

Email: Enquiries@lytchettmatravershall.co.uk

Address: Lytchett Matravers Village Hall, Vineyard Close, Lytchett Matravers, Dorset, BH16 6DD