**Hemyock Parish Hall**

**PRIVACY STATEMENT**

**Who We Are**

**Hemyock Parish Hall and Recreation Ground** is a registered charity. Our purpose is the provision and maintenance of a parish hall and recreation ground for the use of the inhabitants of Hemyock, in the county of Devon

**What We Will Do With Your Data**

Customer data will be stored by the Booking Secretary on specific Booking software and accessed only as necessary to provide you with the service which you receive. Trustee data will be stored by the Hon. Secretary and accessed only as necessary for the management of the charity.

**Who We Will Share It With**

We do not share your data with anyone else; it is only used to manage your booking.

**How Long We Will Keep It For**

We will keep your personal data for six years following your ceasing to be a customer of the Hall.

**How Your Data Will Be Securely Kept**

Your data will be stored securely on computers protected by a firewall and by passwords. Paper copies will be kept locked away.

**How To Opt Out**

You can choose to remove your consent to us keeping your data at any time by contacting the Booking Secretary or Hon. Secretary as appropriate. You will be made aware if your withdrawal of consent will affect the provision of services to you.

***Confirmed 21st May 2018***