

# Privacy Statement

**Wendover Memorial Hall (WMH)** is managed by the Wendover Hall Management Committee and holds limited personal data of hirers. We take the privacy of your personal data seriously.

## Personal data

The personal data we hold may include: name, email address, phone numbers and postal address and payment methods, and is voluntarily provided by prospective hirers and clients. We aim to keep that data up to date with each hire enquiry or event.

## Contacting you

We require a positive opt-in from you, agreeing that WMH may contact you.

## Legitimate interests

We have legitimate interests in processing this data for the administration of WMH.

## Security and data retention

We take the security of your data seriously. We retain your personal data for the duration of the enquiry, term of hire and a period of five years after completion of the hire.

## Who has access to your personal data?

The management of WMH has access to your personal data for the administration of the hall. We will not share your personal data with any third party unless there is a legal obligation on us to do so.

## Your rights

Data protection laws provide the following rights for individuals:

- To be informed
- To correct any mistakes
- To restrict processing
- To object
- Of access
- To erasure
- To data portability
- In relation to automated decision making.

If you wish to exercise any of your rights, please contact the Secretary via email [angelawmh@aol.co.uk](mailto:angelawmh@aol.co.uk) We reserve the right to charge a reasonable fee for administrative costs of providing subject access information.