

# **Privacy Policy**

Bramley Village Hall Trust

The Trustees of Bramley Village Hall and their employees need to retain personal information about the hirers of the Village Hall, and about individuals and companies involved in the repair and maintenance of the facility.

#### How We Use Your Personal Information

By 'personal information' we mean names, addresses, emails and phone numbers and possibly details on incidents. We may use this information to:

- communicate with you
- keep financial records i.e. provide an audit trail to identify source of income
- make it easier for you to make future bookings
- deal with enquiries and incidents
- inform you of other events in Bramley Village Hall that may be of interest to you

#### Security of Data

- personal data we hold will not be shared with any third parties
- data will be held securely at all times and disposed of carefully

Exception: The Trustees of the Village Hall complied with Government regulations put in place in to deal with the pandemic. Should similar circumstances occur in the future, the Trustees will, if required, disclose details of the users of the Village Hall to the appropriate authorities.

Date of Writing: 16/02/2024

Date of Approval: February 2024

Date of Next Review: February 2025