

Privacy Policy **The Christie Hall Charity**

How we respect privacy when we deal with personal information collected by our organisation.

This Privacy Policy applies to information we The Christie Hall Charity collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at lisa@christiehall.co.uk

Personal Data that we process:

1. Enquiring about our charity and its work;

Name, email, message

Legitimate interests - it is necessary for us to read and store your message so that we can respond.

2. Request for a booking/regular bookings;

Name, email, address, phone number

Legitimate interests - to be able to contact you to confirm a booking or to inform you of any problems with that booking

3. How we use your data:

We will only use your data in the manner as described above,.

For example:

- a. reply to a query
- b. confirm a booking for the hall, confirm a regular booking for the hall
- c. contact you if there are problems before or after a booking.

4. When we share your data:

We will share your details if you give your permission to publish your event, class etc. for the purposes of advertising

- a. on our website
- b. on our notice board outside the hall

5. How long we keep your data:

We will keep your data for the period of three years from application then delete appropriately.

For the purposes of the accounts, your name will be stored as a booking and the amount paid. These will be archived after three years.

6. Rights over your data:

You have right of access to your information.

You have the right to ask for rectification and or deletion of your information.

Modifications:

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we will notify people whose personal data we hold and is affected.

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