

**Stockbridge Town Hall CIO**  
**Data Protection Policy Appendix A**  
**Privacy Notice**

Approved at meeting of 16 April 2018



**Stockbridge Town Hall Charitable Incorporated Organisation** and its wholly owned subsidiary **Stockbridge Town Hall Trading Company Limited** take your and /or your organisation's privacy seriously and will only use the information collected for the purposes set out below. You will be informed if we wish to use the personal data for a new purpose not covered by this privacy notice. In this case a new privacy notice will be provided to you prior to the processing of data for this new purpose. We will at all times ensure the safety and security of any data that we collect. We will not collect data that we do not need.

**Why we need your data**

You and/or your organisation's data will only be used for the lawful purpose of managing the hall (e.g. recording bookings, managing the finances, invoicing, paying suppliers, publicity and recording trustee information, donor information, 'Friends of the Hall' information and employee information etc.). The data collected will be adequate, relevant and not excessive in relation to the purpose(s) for which it is processed and will not be further processed in any manner incompatible with that purpose or purposes.

**Who your information will be shared with**

Unless legally required to, we will not share your information with any third party other than the organisation providing a back-up service for our computing system

**How long will we retain your data**

All personal data will be held for ten years from the date of collection it will then be destroyed.

**What are your rights**

You have a right to know what personal data we hold that applies to you, where it is held, the purpose for which we hold such data and how it is processed. We will supply this information, free of charge, to you within 30 days of the request from yourself. You also have the right to have any of your personal data rectified if it is incorrect. We will rectify such data within 30 days of becoming aware of such a request from yourself. (Please note however that we will need to verify your identity before taking any of these actions). Such requests should be sent to our Data Protection Officer ( see details below). If you are not satisfied with our response you have the right to refer the matter to the Information Commissioner's Office on 0303 123 1113 or <https://ico.org.uk/> or Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact details**

If you wish to contact us on any of the above matters then please write, telephone or Email Our Data Protection Officer at Stockbridge Town Hall, High Street, Stockbridge, Hants, SO20 6HE Tel No - 01264 513299 Email - [admin@stockbridgetownhall.co.uk](mailto:admin@stockbridgetownhall.co.uk)