

The Venue@Navenby Privacy Policy

The Venue@Navenby (hereafter 'the Venue') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in hiring a room/rooms you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Type of event.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial contact with us. The information will be collected via a booking form/email/telephone. At the point that you provide your personal information for hiring purposes, you provide consent for us to store and use your data. This consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide a service to you.
- For administration, planning and management of hiring rooms.
- To communicate with you about your activities/event.
- To monitor, develop and improve the provision of our services for your activities/event.

We'll send you messages by email, other digital methods, telephone and post.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally – to staff members and trustees – as required to facilitate your activities/event..
- Externally – For public events only, information will be available within an activities list on public notice boards and digital media.
Private Events are not shared externally.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the Venue we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your hiring will not be stored for longer than 1 year, and for audit purposes 7 years. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the hirer will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, hirers need to inform the Venue as to any changes to their personal information. You can do this by contacting the Booking Clerk at any time:

Email: venueavenby@gmail.com

Telephone: 07505 145061

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information.

Your hiring information is held on a database/spreadsheet/and accessed by Venue administrative staff – as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the <http://parishes.lincolnshire.gov.uk/NavenbyincSkinnand> on the Venue page and from the Venue Administrative office. This policy may change from time to time. All updates will be published on the website page.

CONTACT

If you have any queries about this policy, or have any complaints about our privacy practices, please contact us:

Email: venueavenby@gmail.com

Telephone: 07505 145061

Policy review date: 24/5/19