



# WRENBURY VILLAGE HALL

## TRUST Charity Number 1106487

Privacy Policy

# **Privacy Policy**

## **1. Sharing Your Information**

Your information will only be shared with your permission. We do not sell or share your information with companies for marketing purposes.

We are strongly committed to data security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption.

We will always make sure that your information is protected and treated securely. Any information that you give will be held in accordance with:

- EU General Data Protection Regulation (GDPR)
- Data Protection Act 2018

## **2. Storing Information**

We will only keep your data for the purpose it was collected for and only for as long as is necessary. To ensure information is kept securely we will take the following measures:

- Paper records are stored in locked filing cabinets
- Electronic information on computers will have encrypted passwords
- Electronic information stored on devices e.g. USB memory sticks, hard drive will have encrypted passwords
- If you tell us that you no longer wish us to contact you we will delete/destroy all the records we hold of you

## **3. Access to Your Information and Correction**

You have the right to request a copy of the information that we hold about you. You can ask to have the information we hold about you removed or deleted and opt out of receiving any more emails or communications. In most cases, we will reply to a request within a month. If you would like a copy of some or all of your personal information or wish to discuss this policy please email [villagehallwrenbury@gmail.com](mailto:villagehallwrenbury@gmail.com).

## **4. Your Acceptance of this Policy**

By using our websites, social media pages, accessing an event, accessing a service or providing your information you consent to our collection and use of the information you provide in the way(s) set out in this policy. If you do not agree to this policy please do not use our sites, social media pages or services.

## **5. Other Websites**

Where our website contains links to other websites, this Privacy Policy only applies to this website so when you link to other websites you should read their own privacy policies.