

Thurlaston Village Hall – Privacy Notice for Hirers

Who we are

Thurlaston Village Hall, Rugby, is run by a volunteer committee of trustees and is a registered charity. We are the “data controller” for personal information you provide when booking or using the hall.

What information we collect

When you book the hall, we collect:

- Your name, address, phone number and/or email address
- Details of your booking (date, time, purpose of hire)
- Payment information (for invoices/receipts)

If required by law, we may also keep accident/incident reports.

How we use your information

We use your information to:

- Manage your booking and hire agreement
- Communicate with you about your booking
- Meet our legal and financial obligations as a charity (e.g. accounting, insurance, health & safety)

We will **never sell your information** or share it with third parties for marketing.

How long we keep your information

- Booking records: kept for up to 7 years (for accounting purposes)
 - Accident/incident reports: kept for at least 3 years (longer if required)
 - Contact details: deleted when no longer needed for hall management
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Your rights

You have the right to:

- See the information we hold about you
 - Ask us to correct anything that is wrong
 - Ask us to delete your information (where possible)
 - Withdraw consent (if you gave it for optional uses, such as mailing lists)
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Security

We take care to keep your data safe:

- Paper records are locked away
- Electronic records are password-protected and only accessible by authorised trustees

Contact us

If you have any questions or wish to exercise your rights, please contact:

The Secretary, Thurlaston Village Hall Committee

thurlastonvhs@gmail.com