

Meadway Hall Privacy Policy

Meadway Hall treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your 'personal information', i.e. information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you contact a committee member of Meadway Hall you will be asked to provide certain information. This includes:

- your name
- email address
- telephone number

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 enquiry.

How do we use your personal information?

We use your personal information to communicate with you about your enquiry.

With whom do we share your personal information?

We may disclose personal information about you:

- Internally – to Committee Members
- If we have a statutory duty to disclose it for legal or regulatory reasons.

Where we need to share your information outside of Meadway Hall we will seek your consent 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 you will not be stored for longer than 18 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case you will be informed as to how long the information will be held 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, **you need to inform us of any change in your personal information.** You can do this by contacting the Secretary. Should you wish to view the information Meadway Hall holds on you, you can make this request by contacting the Secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your information is held on a spreadsheet database and is made available to Committee Members as appropriate.

Availability and changes to this policy

This policy is available on our website, <https://comptondundonvillagemeadwayhall.co.uk> or from our Secretary. This policy may change from time to time. If we make any material changes these will be available on our website.

Contact

If you have any queries about this policy, or have any complaints about our privacy practices, please contact the Secretary, by email to: **cdvillagehall@gmail.com**

Please retain for future reference

Last reviewed: January 2019