

****Quarley Village Hall Data Privacy Policy****

****Last Updated: May 2024****

At Quarley Village Hall, we are committed to protecting and respecting your privacy. This Privacy Policy outlines the types of personal information we collect, how we use it, and how we protect it in accordance with the General Data Protection Regulation (GDPR).

****1. Information we may collect****

We may collect and process the following data about you:

- ****Personal Information****: Name, address, email address, telephone number, and any other information you provide when you contact us or use our services.
- ****Usage Information****: Information about your use of our services, including but not limited to, your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation paths.
- ****Booking Information****: Information related to bookings you make for events or facilities at Quarley Village Hall.
- ****Payment Information****: If you make a payment to us, your payment card details are not retained by us; they are collected by our third-party payment processors (e.g., PayPal), who specialize in the secure online capture and processing of credit/debit card transactions.

****2. How we use your information****

We may use your personal information to:

- Communicate with you regarding bookings, events, and other inquiries.
- Provide you with information, products, or services that you request from us.
- Process bookings and payments.
- Improve our services and develop new ones.
- Comply with legal obligations.

****3. Data Security****

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place appropriate technical, physical, and managerial procedures to safeguard and secure the information we collect.

****4. Data Retention****

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

****5. Sharing your information****

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

****6. Your rights****

You have the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.

****7. Changes to this Privacy Policy****

We reserve the right to update this Privacy Policy at any time. We will notify you of any changes by posting the new Privacy Policy on our website.

****8. Contact us****

If you have any questions or concerns about our Privacy Policy, or if you would like to exercise any of your rights, please contact us at villagehall@quarleyvillage.co.uk

By using our services, you agree to the collection and use of information in accordance with this Privacy Policy.