

# Rodington Village Hall Management Committee

## Privacy Policy and Terms of Use of Website

Author	David Brown
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## **Privacy Policy for Rodington Village Hall**

This Privacy Policy describes how personal information is collected, used, and disclosed when individuals interact with the Village Hall ("we," "us," or "our") and the choices you have associated with that information. Please read this Privacy Policy carefully to understand our practices regarding your personal information.

### Information We Collect:

We may collect personal information from you when you interact with us, such as when you visit our website, make a booking, or communicate with us via email or phone. The types of personal information we may collect include

1.1. Contact Information: Your name, email address, phone number, and postal address.

1.2. Event Information: Details of events you organise or participate in at the Village Hall, including date, time, and purpose of the event.

1.3. Payment Information: If you make a booking or payment for an event, we may collect payment card information or bank details. However, we do not store this information ourselves but rely on secure payment processors.

1.4. Website Usage Information: When you visit our website, we may collect information about your browser, IP address, and the pages you access on our site using cookies or similar technologies. This information helps us improve our website and deliver a better user experience.

### Use of Information:

We use the collected personal information for various purposes, including:

2.1. Event Management: To manage and process event bookings, communicate with you about your event, and provide the services you request.

2.2. Communication: To respond to your inquiries, provide customer support, and keep you informed about updates, events, or other relevant information.

2.3. Analytics and Improvement: To analyse website usage data, track trends, and enhance the functionality and performance of our website.

2.4. Legal Compliance: To comply with applicable laws, regulations, or legal processes, or to protect our rights, property, or safety and that of our users.

### Information Sharing:

We may share your personal information in the following circumstances:

3.1. Service Providers: We engage trusted third-party service providers to assist with event management, website hosting, payment processing, and other related

services. These providers have limited access to personal information necessary to perform their tasks and are obligated to protect your information.

3.2. Legal Requirements: We may disclose your information if required by law, court order, or governmental authority.

3.3. Business Transfers: In the event of a merger, acquisition, or sale of our business, your personal information may be transferred to the acquiring entity or its advisors.

#### Data Retention:

We retain personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

#### Your Rights:

You have certain rights regarding your personal information. You can:

5.1. Access and Correct: Request access to the personal information we hold about you or update/correct any inaccuracies.

5.2. Object or Restrict: Object to the processing of your personal information or request restrictions on its processing.

5.3. Withdraw Consent: If we rely on your consent to process your personal information, you have the right to withdraw that consent at any time.

5.4. Data Portability: Request a copy of your personal information in a commonly used and machine-readable format, where technically feasible.

5.5. Deletion: Request the deletion of your personal information, subject to legal requirements and our legitimate interests.

#### Security:

We take appropriate technical and organisational measures to protect your personal information from unauthorised access, loss, misuse, or alteration. However, no method of transmission over the internet or electronic storage is entirely secure,

## **Terms and Conditions of use of Rodington Village Hall website**

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use which govern Rodington Village Hall's relationship with you in relation to this website.

The term 'Rodington Village Hall's or 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

1. The content of the pages of this website is for your general information and use only. It is subject to change without notice
2. Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
3. Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
4. This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
5. All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.
6. Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
7. From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
8. You may not create a link to this website from another website or document without Rodington Village Hall's prior written email consent.
9. Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales.

10. All correspondence relating to this website should be sent to:  
[chairman@rodingtonvillagehall.org.uk](mailto:chairman@rodingtonvillagehall.org.uk)