

# Letham Village Hall

## Privacy Policy and website terms and conditions

### **Our contact details**

Name: Letham Village Hall

Address: Auldbar Road, Letham, DD8 2PD, Angus

Phone Number: +44 (0)7518 267291

E-mail: [lethamvillagehall@gmail.com](mailto:lethamvillagehall@gmail.com)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Website analytics

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Via bookings, correspondence or enquiries
- Via our website form

We also receive information indirectly, from the following sources in the following scenarios:

- Google Analytics collects statistical information from our website

We use the information that you have given us in order to improve the information we provide on our website and the service we provide to you.

We do not share this information with anyone.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:



**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [lethamvillagehall@gmail.com](mailto:lethamvillagehall@gmail.com)**

## **How we store your personal information**

Your information is securely stored in electronic format on our digital processing equipment and may also be stored in a secure online cloud environment. Hard copies of certain types of data may be stored in ledger or folio format as required by law. These are secured when not in use.

We keep personal information only for the duration of time that we require it to conduct our business. Records are routinely checked for out of date or obsolete data. We will then dispose of obsolete data by secure deletion or by shredding.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to update information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [lethamvillagehall@gmail.com](mailto:lethamvillagehall@gmail.com) if you wish to make a request.



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## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the address listed at the head of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## **Terms and Conditions for using the Letham Village Hall Website**

The Letham Village Hall website (hereafter known as the website) has made every effort to ensure the accuracy and suitability of the information contained within and related graphics published on this website. Your use of this website is subject to your acceptance of the following terms and conditions of use:

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