

Privacy Policy

This privacy policy applies to Basildon Village Hall and Recreation Ground, charity number 300115. It explains what personal information we collect about you and how we use it.

We collect your personal information when you make direct enquiries with us, when you agree to hire the hall, or when you visit the village hall page on the parish council website.

How we use your information

This privacy notice tells you what to expect when we collect personal information. We will make it clear when we collect personal information and will explain what we intend to do with it. We will not share your personal information with third parties unless we have your consent, or in order to comply with a legal obligation.

Contact with the Village Hall

When you contact the Village Hall we will obtain sufficient information to enable us to contact you. If you enter into an agreement to hire part or all of the Village Hall we will obtain the necessary information to enable us to identify you, manage the booking and invoice you for the costs involved. The hall uses a third party for all its accounting and invoicing requirements and sufficient information will be passed to them to ensure that they can carry out this role effectively.

Basic information for all bookings is uploaded to the village hall's online booking and diary system. The data processor for this system is Hallmaster. Hallmaster has confirmed that the company is classed as a Data Processor for the purpose of GDPR and that their processes are compliant with the new legislation. For further information please visit www.hallmaster.co.uk.

Visitors to the website

As Basildon Parish Council runs the village website, please refer to their privacy policy for further information. The hall does not request information from visitors to the website.

Social Media Policy & Usage

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with them. We will never ask for user passwords or personal details on social media platforms.

Review of the Privacy Policy

We regularly review this policy. We last updated this policy on 29th April 2018