

## **Peasehall Assembly Hall**

### **Data Protection Policy**

**Registered Charity No: 304808**

The Trustees of the Peasehall Assembly Hall charity are committed to protecting your privacy whilst providing you with a personalised service. This policy outlines the ways we may collect, store and use your data.

The Trustees of the **Peasehall Assembly Hall**, also referred to and known as Peasehall Village Hall, maintains and runs the Peasehall Assembly Hall building for the benefit of local communities. It raises funds for this by organising events, hiring the premises to third parties and by receiving donations from foundations, businesses and individual donors.

#### **How do we use your data?**

The Trustees collect and process your personal data only for legitimate purposes. We keep a list of e-mail addresses you have supplied to us so that we may inform you of events in which you have expressed an interest.

- We do not share this data with any third party and will not do so in the future without your specific permission
- We will remove and delete your data from lists at your request and you may opt out of receiving these event notifications at any time by contacting the Trustees at the address below.

Data is processed on secure, password-protected computers owned by individual trustees.

In case of concerns or complaints, please use the contact details below.

**This policy** was published in May 2018 and will be reviewed annually.

*\*Changes may be necessary to the policy to reflect legal or data protection developments in the future. If we change the policy we will provide information on our website. Any significantly different use of your data will be communicated to you personally.*

**Contact:** Please e-mail [peasehallassemblyhall@gmail.com](mailto:peasehallassemblyhall@gmail.com)