

# Milborne Port Village Hall Privacy Policy

## **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, and organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

## **The Council's Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e) • Processing is with the consent of the data subject or • Processing is necessary for compliance with a legal obligation or • Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## **Information Security**

Milborne Port Village Hall has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Milborne Port Village Hall at any time).

## **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Manager at Milborne Port Village Hall.

## **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Manager at Milborne Port Village Hall to request this.

## **Information Deletion**

If you wish Milborne Port Village Hall to delete the information about you please contact the Manager at Milborne Port Village Hall to request this.

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Manager at Milborne Port Village Hall to object.

## **Rights Related to Automated Decision Making and Profiling**

Milborne Port Village Hall does not use any form of automated decision-making or the profiling of individual personal data.

## **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Milborne Port Village Hall and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

## **Google Analytics Cookies**

We use cookies on our site for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it. Like many services, Google Analytics uses first-party cookies to track visitor interactions as in our case, where they are used to collect information about how visitors use our site. We then use the information to compile reports and to help us improve our site. Google Analytics collects information anonymously. It reports website trends without identifying individual visitors.

## **Refusing or Deleting Cookies**

You may refuse or delete cookies by activating the setting on your browser which allows you to refuse or delete the setting of cookies. However, if you select this setting, you may be unable to access certain parts of our site.

You may opt out of Google Analytics without affecting how you visit our site – for more information on opting out of being tracked by Google Analytics across all websites you use, visit this [Google page](#).