

Heron Hall & Playing Fields, Storth

Privacy Policy

(Reg Charity - Storth Playing Field - No. 503690)

Storth Playing Field Charity (the charity) may need to collect information from you in order to tell you about our activities, events and services. If you hire the hall the charity will hold data about you for booking and invoicing purposes. If you provide goods or services to the hall we will hold data about you in order to arrange receipt of goods and services and pay invoices. We will not share your data with any other person or organisation unless required by law.

Information we collect if it is relevant to our relationship with you

- Contact information for individuals such as name, telephone number(s), e-mail address, and postal address
- Information provided in hall booking forms, or when booking tickets for an event
- Information provided to us when you communicate with us for any reason
- Financial details so we can make or receive payment from you for goods and services.

Mailing Lists and Similar Material

If you sign up for any mailing list to receive newsletters or updates on events at our Hall, we collect some personal information which we use to send you the information you have asked for. We will not disclose email list information to anyone outside the charity.

Your consent

We need your consent in order to hold data about you. We only collect data we need to interact with you in the way intended when you disclosed it to us and your consent for this is implied when you provide this information.

Use of your information

The information that we collect and store relating to you is used to enable us to provide our services to you, receive services from you or to take up any offers of voluntary help or to enable committee members to take part in the charity fully.

Storing your personal data

We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

Almost all data will be stored electronically and transmitted by email.

Retention of your data

We will not hold your data longer than is necessary. Legal requirements or recommendations may mean that we will keep data for a minimum period of time.

Access to information

You have a right to ask what information we hold on you, and to ensure that it is accurate and up to date, and to have it amended if it is not. If you want details of the information we hold on you, or would like to update information that we hold, please contact us by e-mail or any committee member. E-mail us at secretary@heronhall.co.uk

Data on Volunteers

We keep email addresses and phone numbers of our volunteers so we can contact them about our events and services. We review our volunteer list from time to time and will dispose of your information at your request.

Data on Committee Members

In addition to email addresses and phone numbers we will keep records of:

- Any declarations made on or after recruitment
- Any training pertinent to your roles in the charity
- Any payments or reimbursements made to you
- Any complaints made about or investigated or settled by you

This list may not be exhaustive but no information will be retained without good reason for the proper running of the charity

These records will be kept for at least six years after leaving office and if there are any matters which remain open from your period in office for longer probably until any open matters are closed permanently.

Andrew Skinner 17th February 2024
Secretary to and on behalf of the charity committee