

Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation etc.) 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 Right to Process Information

Processing is with your consent, and/or processing is necessary for the contract we have with you, and/or processing is necessary for our legitimate interests.

Information Security

We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through mechanical security, appropriate technical measures and appropriate policies. Copies of these policies can be requested from the booking clerk

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 Farmborough Memorial Hall at any time).

Children

We do not process any data relating to a child (under 18).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the booking clerk either via email; farmboroughmhall@gmail.com or by post to 64 The Batch, Farmborough, BA2 0AJ.

Information Correction or Deletion

If you believe that the information we have about you is incorrect or you wish to have the information deleted, you may contact us so that we can update it or delete it as required. Please contact the booking clerk as above.

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 booking clerk as above.

Rights Related to Automated Decision Making and Profiling

Farmborough Memorial 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 them 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 the Chair of Farmborough Memorial Hall – 1 Church Lane, Farmborough, BA2 0AN.