



King's Somborne Village Hall

Recreation Ground, Romsey Road, King's Somborne Hants SO20 6PP

Registered Charity Number 1180268

Overview of how we collect and use your data

Who we are When we say 'we', we mean King's Somborne Village Hall at the above address, who is the 'data controller' for information in this overview. This means we're responsible for deciding how we can use your information.

The information we collect We collect:

- Name (incl title)
- Address
- Phone No
- Email Address

We only collect information relevant to confirming and managing your hiring of space, facilities and equipment. Together with claiming of gift aid when applicable. You are responsible for ensuring you give us accurate and up to date information.

How we use your information We only use your information for hirings and gift aid;

- We use it to confirm your booking
- Carry out your instructions
- Provide information for your booking

Who do we share your information with We do not share your information with any other parties except with HMRC for gift aid claims.

How long we'll keep your information

- We keep your information for one year after your booking for one off bookings or one year after regular bookers cease to use us.
- Where the information is used for gift aid we will keep it for 6 years for HMRC purposes.

Transferring your information overseas Your information will not be transferred overseas.

Your rights You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to restrict processing of it, or make a complaint etc.