

Lloyd Hall Management Committee and Trustees of The Lloyd Hall

Privacy Policy

1. Who are we?

The Trustees and the LHMC ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use for our website or related website and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, whether via this website or otherwise, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of UK and European data protection and e-privacy legislation (**Data Protection Legislation**), the data controller is Lloyd Hall Management Committee and Trustees. Contact is Chairman of The Committee and Trustees and Secretary to the Committee.(rmessenger@wilks-head.co.uk)

2. Information we collect from you

We will collect and process the following data about you:

- **Information you give us.** The information you give us may include your name, position, company, contact details (such as address, e-mail address and phone number).
- **Information we collect about you.**
 - :
 - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet other information including and any phone number used to call us.

Information we receive from other sources.

This is information we receive about you from third parties or other sources .We do not normally receive such information, however,

Where we otherwise receive information from third parties, we will notify you when we receive information about you from them and the purposes for which we intend to use that information.

In relation to the Friends of Lloyd Hall 50/50 club, the information that has been provided to us by subscribers is typically:-

Email

Name

Address

Home Telephone

Mobile Telephone

Bank details (name, sort code and account number) when members have elected to receive any prizes by direct bank transfer.

3. Cookies

' Cookie' is a name for a small file, usually of letters and numbers, which is downloaded on to your device, like your computer, mobile phone or tablet when you visit a website. They let websites recognise your device, so that the sites can work, or work better, and also gather information about how you use the site.

How do we use cookies?

LHMC does not perform any analysis of users of the websites under our control. The internet service providers we use, however, may collect data via cookies to distinguish you from other users of our website. You can opt out of all our cookies (except the strictly necessary ones). Find out how to control and delete cookies in your browser.

.Legal grounds for collection and use of your personal information

We will only collect, use and otherwise handle your personal information when:

- We have your consent for specified, explicit and legitimate purposes (see section 5); and/or
- it is necessary for our legitimate interests in connection with operating the website and in particular:
 - responding to your queries;
 - carrying out direct marketing to develop our services;
 - providing services and/or information to you;
 - keeping our records updated and studying how customers use our services;
 - hosting and maintaining our website;
 - administering and protecting our website;

4. Uses made of the information

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
 - where you have provided us with your contact details, to provide you with information about events or village issues we feel may interest you. This may be by post, telephone or electronic means (e-mail or SMS). If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data the website enquiry form or opt out using the reply process we offer in our emails.
 - to notify you about changes to our service;
 - to ensure that content from our website is presented in the most effective manner for you and for your computer;
 - where additional information has been processed for the 50:50 club, it will only be used for that purpose. We offer the Lloyd Hall for private hire

which is controlled by the use of a hire agreement. Certain data is held by us in respect of deposits held and payments made, provided to us by hirers of the facility. The information is not held or used for any other purpose.

- **Information we collect about you.** We will use this information:
 - to improve our website to ensure that content is presented in the most effective manner for you and for your computer;
 - to deliver relevant website content and advertisements to you and measure or understand the effectiveness of the content or advertising;
 - to allow you to participate in interactive features of our service, when you choose to do so;
 - as part of our efforts to keep our website safe and secure;
- **Information we receive from other sources.** We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive), where those purposes are compatible.

5. Disclosure of your information

You agree that we have the right to share your personal information with the following third parties:

1 HM Revenue & Customs

(If demanded by them)

7. How long do we store personal information?

It is our policy to retain your personal information for the length of time required for the specific purpose or purposes for which it was collected, which are set out in this privacy policy. This may exceed 7 years.

8. Where we store your personal data

All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

9. Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at messenger@wilks-head.co.uk.

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

If you wish to:

- Access, confirm, correct, rectify, update, supplement, anonymise, block, restrict or delete your personal information;
- Object to our use of your personal information;
- Withdraw your consent;
- If you have any questions about our processing of your personal information; or
- If you would like to transfer your personal information from us to another person or business,

please contact us rmessenger@wilks-head.co.uk

Where you request access to your personal information, the information will be provided in writing. In order to comply with your request, we may ask you to verify your identity. We will fulfil your request by sending your copy electronically, unless the request expressly specifies a different method.

We will provide you with all rights in relation to your personal information to which you are entitled under applicable law. If you are unhappy with the way that we have handled your personal information, you can make a complaint to the authority responsible for data protection in the country that you are based. In the UK this is the Information Commissioner's Office, www.ico.gov.uk. Contact details are typically available online, or alternatively you may ask us for assistance rmessenger@wilks-head.co.uk

11. Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

12. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to rmessenger@wilks-head.co.uk

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