

1. Pre-amble

The Trustees of Botley Market Hall manage the hall and the activities which take place in it. This necessarily requires personal data to be held and maintained. As a volunteer group, the Trustees of Botley Market Hall are not registered with the Information Commissioner's Office. Nevertheless, the protection of your personal data is taken seriously. Any personal information held is not passed on to others for any purpose whatsoever unless required by law, and your data is managed responsibly. Procedures have been established to ensure that appropriate action is taken whenever necessary to protect individual privacy as required.

2. The Botley Market Hall Website

The Trustees maintain a website which provides information about the hall for potential hirers as well as groups and activities for locals. The site uses Lemon Bookings, a website builder which does not use cookies to operate correctly. No data is passed to advertising networks, nor is personally identifiable data passed to third parties. Procedures are followed when updating the website to ensure that personal data is always protected.

3. Email Lists

Email Lists are maintained to ensure the smooth operation of hall activities. These are maintained on personal computers using trusted email providers.

4. Social Media

There is an unofficial Botley Market Hall Facebook page which is not under the remit of the Trustees. Those posting decide what personal data to share, and are in control of what data is held and displayed. The Trustees neither control nor are not responsible for any personal data is processed by Facebook. Users must check Facebook's privacy policy and are responsible for their own account settings. We are committed to educating others on good online practice relating to the use of such facilities.

5. Management of Bookings

The main function of the Trustees is to manage the bookings of Botley Market Hall and maximize its availability for the benefit of the local population. As such, it is necessary to hold personal and financial data for contractual purposes. Access to data is limited and no data is made public. It is held securely, not processed for any other purposes and it is not passed on to third parties.

Data Protection Policy

6. Summary

The Trustees of Botley Market Hall are committed to securing and protecting your personal information. They do not pass this information on to others unless, in exceptional circumstances, required to do so by law.

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