

## **The Merry Bells Management Committee**

The Merry Bells is a charitable trust run by a Management Committee “for the purposes of a Village Hall for the use of inhabitants of Wheatley without distinction of political, religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.” The philosophy is to promote and encourage the use of the facilities for all.

## **Privacy Statement**

Preservation of your privacy is important to the Management Committee which is committed to letting you know how use is made of personal information and to exercising responsibility when making use of your data. The Committee will keep your personal information in line with the Data Protection Act 1998 as amended 2003 and the Data Protection Act 2018, on the basis of legitimate interest.

### **1. Information about you**

1.1 The Management Committee collects personal information from you when you request to use the Merry Bells facilities; this will include your name, title and contact details (and in some instance bank details). You have the right see that data and to have it corrected or deleted at any time.

1.2 Your consent will be deemed to last while you remain a user.

### **2. Use of this information**

2.1 Your personal information will only be used for purposes of using the Merry Bells facilities.

2.2 The Management Committee will not share your information with any outside parties without first contacting you.

### **3. Security**

3.1 The Management Committee will take reasonable precautions to prevent the loss, misuse or alteration of information you give to it.

3.2 Communications about the Merry Bells will be sent by post, by e-mail or posted on the website; communications may also be shared via social media. For ease of use and compatibility, communications will not be sent in an encrypted form. E-mail, unless encrypted, is not a fully secure means of communication. Whilst the Management Committee endeavours to keep its systems and communications protected against viruses and other harmful effects, it cannot guarantee that all communications will be virus-free

### **4. Cookies**

Currently, the Merry Bells Management Committee does not use cookies.

### **5. Other information**

5.1 If you would like the Management Committee to correct or update any information, or if you would like information deleted from its records, then please email or write to the Chairman, Tim Blightman, the designated Data Privacy Manager, at The Merry Bells, 89 High Street, Wheatley, Oxford OX33 1XP; email: [info@merrybells.org.uk](mailto:info@merrybells.org.uk)

5.2 This privacy policy may be updated from time to time. It will be reviewed annually.

5.3 Links within the Merry Bells website to other websites are not covered by this privacy policy. The Committee uses Hallmaster as the data processor of the Merry Bells booking system; Hallmaster’s privacy policy may be downloaded at <http://www.hallmaster.co.uk/Hallmaster-Privacy-Policy.pdf>.

### **6. Complaints**

6.1 If you have a concern about the use of your data or you wish to make a complaint, you should write to the Chairman, Tim Blightman, at the above address (para. 5.1).

6.2 If you feel that your complaint has not been dealt with satisfactorily, you have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).