

# **Botley Market Hall: Data Protection Policy**

## **1 Preamble**

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 wherever necessary to protect individual privacy as required.

## **2 The Botley Market Hall Website**

The Trustees maintain a website which gives information about the hall for potential hirers, and provides helpful information about activities for locals. The site uses a popular Content Management System which requires the use of "cookies" to operate correctly. No data is passed on to advertising networks, nor is personally identifiable data passed on 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 also an unofficial 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 are not in control of how personal data is processed on Facebook, and it is known that Facebook are highly acquisitive where personal data is concerned. 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 maximise its availability for the benefit of the local population. As such, it is necessary to hold personal and financial data for contractual purposes. This data is not made public, is held securely, is not processed for other purposes, and is not passed on to third parties.

## **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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