Privacy Policy

The Yarcombe Jubilee Hall

The Yarcombe Jubilee Hall Management Committee respect and value the privacy of all who interact with The Yarcombe Jubilee Hall and will only collect and use personal data for the lawful purpose of managing the hall, its hiring, marketing, publicity for events, fundraising and finances. We are committed to protecting your rights and privacy of individuals. We will ensure Personal Data will be collected and handled securely.

We currently collect and process the following information

Personal Name Business Name Phone Number

Email Address Home Address Signature

Most of the personal information we process is provided to us when you join the Hall Management Committee, complete the Booking & Payments Form as part of our Conditions of Hire, subscribe to the Hall 100 Club or a contractor who is to quote or complete work on the Hall. By joining the Hall Committee, by hiring the Hall, by subscribing to the Hall 100 Club or forwarding a quote or invoice you consent to our storing your personal data.

The Yarcombe Jubilee Hall Management Committee will remain the data controller for the information held. All members of the Hall Management Committee, especially those regularly handling and processing personal information are responsible for processing and using personal information in accordance with the Data Protection Act. The Hall Management Committee will only share your personal information in the case of unforeseen exceptional circumstances. If we need to use your personal information for a purpose that is not related, or compatible with, the purpose for which it was originally collected, we will inform you and explain the reason and the law which allows us to do so.

Your data is securely stored on paper copies and in our password protected email server contacts’ section. It is kept for at least six years if included and required with the Hall accounts. No personal information will be stored on the hall premises by Yarcombe Jubilee Hall Management Committee.

The Hall Calendar will only list a title of the event to be held in the hall.

You have the right to

* ask us to erase your personal information in certain circumstances.
* ask us to restrict the processing of your personal data in certain circumstances.
* object to the processing of your personal information in certain circumstances.

Personal Data, once it is no longer required by ourselves, will be deleted whether digital or paper; any paper copies will be shredded before disposal.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves. To contact us regarding your personal data, please call a Hall Officer or email: [contact@yarcombehall.co.uk](mailto:contact@yarcombehall.co.uk)

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

Reviewed at least Annually

Next annual review May 2026