

# ASHOVER PARISH HALL CHARITABLE INCORPORATED ORGANISATION

CIO REGISTRATION NO. 1165348

## **Privacy Policy**

Ashover Parish Hall operates the ashoverparishhall.com website.

This page is used to inform website visitors regarding our policies with the collection, use, and disclosure of personal information if anyone decided to use our website.

If you choose to use our website, then you agree to the collection and use of information in relation with this policy. The personal information that is collected is used for providing and improving our services and website. We will not use or share your information with anyone except as described in this Privacy Policy.

The terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, which is accessible at Ashover Parish Hall or on our website unless otherwise defined in this Privacy Policy.

## **Information Collection and Use**

For a better experience while using our website, we may require you to provide us with certain personally identifiable information, including but not limited to your name, phone number, and postal address. The information that we collect will be used to contact or identify you.

## **Log Data**

We want to inform you that whenever you visit our website, we collect information that your browser sends to us that is called Log Data. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our website that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

## **Cookies**

Cookies are files with small amount of data that is commonly used as an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive.

Our website uses these "cookies" to collect information and to improve our website. You have the option to either accept or refuse these cookies and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our website.

## Service Providers

Third-parties may have access to your details due to the following reasons:

- To facilitate our website;
- To provide the website on our behalf;
- To perform website-related services; or
- To assist us in analysing how our website is used.

We want to inform our website users that these third parties have access to your personal information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

## Security

We value your trust in providing us your personal information, thus we are striving to use commercially acceptable means of protecting it. Please remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

## Links to Other Sites

Our website contains links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us, therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

## Children's Privacy

Our website does not address anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to take the necessary actions.

## Information collected, location stored and persons having access

Document Type	Information Included	Accessed by	Location stored
Booking forms	Name, address, email address, signature	Manager, Assistant Coordinator	Locked office cabinet
Emails	Name, address, email address	Manager, Assistant Coordinator	Office PC (Password protected)
Sage customer files	Name, address, email address	Manager, Assistant Coordinator	Sage Software
Staff personnel details	Name, address, email address, NI No, Bank account details	Manager	Locked safe
Supplier details	Name, address, email address	Manager, Assistant Coordinator	Locked safe