



Reeth Memorial Hall

REETH & DISTRICT MEMORIAL HALL



Privacy Policy

October 2024

Reeth District Memorial Hall Privacy Policy

As an organisation we are committed to protecting and respecting the privacy of committee members, regular users and those who attend occasional meetings on the premises. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. This policy does not cover information collected by individual hirers of the premises in order to run activities and for which RDMH has no responsibility.

How we collect information

When you join the committee, hire the premises or take part in an activity organised by RDMH which requires us to collect contact information we will only record what you are happy to give us and what is necessary for the smooth running of the organisation and its activities.

What type of information is collected

We collect personal information such as name, address, email address and phone numbers. In the case of elected committee members (not representatives of user groups) we also collect, but do not retain, dates of birth in order to meet the legal requirements of the Charity Commission.

How information is used

Details of committee members are used to contact them with information about meetings and to facilitate the smooth running of the hall. Details of elected committee members, who act as trustees, are shared with the Charity Commission. Details of groups or individuals who hire the premises or take part in occasional fund raising activities are used by the Booking Secretary and by the Treasurer when required for sending invoices.

Details of people who have asked to receive details about Hall events, offered to put up posters for events or bought tickets for events are kept by the Chair and used to communicate about arrangements, cancellations and future events. Email addresses, where requested, are also stored online at the bulk email program mailchimp.com and used to send out regular updates about activities. *Mailchimp* have their own stringent security measures in place and access to the account is limited to the Website Manager and Treasurer. Recipients of emails may change their contact information or unsubscribe from the list at any time via a link in each email.

Security precautions are in place to protect the loss, misuse or alteration of information.

Access to information

Records are kept in secure digital or paper format by the RDMH Chair, Booking Secretary or Treasurer. Under no circumstances will information be sold or rented to third parties or shared with them for marketing purposes. If there was ever the need to pass your information to a third party, your permission would always be asked first.

Accessing and updating information

You have the right to ask for a copy of any information RDMH holds about you and to ask for it to be amended or deleted at any time. If you change any contact details, please tell us.

Website privacy

The hall website uses tracking software to monitor its visitors to better understand how they use it. The software tells us which pages are most visited but will not store, save or collect personal information.

The website includes links to a few other relevant sites. When you click through to those sites, you leave the RDMH website and our Privacy Policy has no jurisdiction on the third party site you visit. You will need to check their Privacy Notice if you wish to find out how they handle any information collected during your visit.

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti virus software or similar applications.

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Any enquiries about this policy or about personal information held by RDMH should be addressed to the [RDMH Data Manager](#), Tracy Little.

How to complain

In the event of a question or complaint with regards to how personal data is held please write with details of your concern to [Tracy Little](#) or speak to a member of the committee in person.

Policy reviewed October 2024

Updated May 2026