

Privacy Statement

Preservation of your privacy is important to The George Long Charity for Swavesey Memorial Hall and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to “we”, “us”, “you” or “our” in this Privacy Policy are references to The George Long Charity for Swavesey Memorial Hall, a charity registered in England and Wales, registered charity number: 204145

1. Information about you

1.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a member with us or subscribe to one of our services. This may include your name, title, email address, physical address, telephone numbers and job title. We may also collect a small amount of financial data, which will include your bank information for receipts of hall hires or refunds that may be required.

2. Our use of this information

2.1 Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in.

3. Security

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

4. Other information

4.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us memorialhall@swavesey.org.uk

4.2 This privacy policy may be updated from time to time, so please check it periodically.

4.3 Links within our sites to other websites are not covered by this privacy policy.

PLEASE READ THIS PRIVACY STATEMENT IN CONJUNCTION WITH OUR [TERMS AND CONDITIONS](#).