



Purley Memorial Hall

Honorary Secretary
Mrs M Stener
39 Hazel Road
Purley on Thames
Berks RG8 8HR
Tel : 0118 941 7143

Bookings
Through Hall Manager

Tel 07772129187
email: memhall@purleyonthames.org.uk

Honorary Hall Manager
Mrs R Benedict
18 Glebe Road
Purley-on-Thames
Berks RG8 8DP
Tel: 0118 984 2529

PRIVACY POLICY – PURLEY MEMORIAL HALL

1. This policy refers to data held by Purley Memorial Hall on its hirers.
2. The information will be held in a file and accessed by Committee Members of Purley Memorial Hall only.
3. The File will be held by the Booking Manager
4. The information is held purely to allow us to contact you about your hire.
5. Contact will only be from Purley Memorial Hall.
6. Details will never be supplied to any outside agency or party.
7. The records held will be :
 - (a) Your title, forename(s) and surname.
 - (b) Postal address.
 - (c) Email address.
 - (d) Telephone number, either mobile or land line.
 - (e) Date of hire.
 - (f) Reason for hire.
 - (g) Payment record.
 - (h) Booking Form.
8. You can request a copy of your details at any time.
9. You can select if you do not wish to be contacted by a particular method. The options are :
 - (a) Phone
 - (b) Post
 - (c) Email.
10. The preferred method of contact will be email.
11. You have the right to complain to the Hall Chairman if you consider there is a problem with the way we are handling your data.