

WPHT Ltd Privacy Policy

Witham Public Hall Trust Ltd treat the privacy of our employees, members, hirers and friends very seriously. This policy describes what information we collect and how it is used and shared. It also tells you how you can view, correct and control the use of your data and how we keep it safe.

What kinds of information do we collect?

The information we collect about you depends on how we know you:

1. If you are an employee of WPHT Ltd we collect sufficient information to be able to keep in touch with you and to provide HMRC necessary payroll data as the law requires.
2. If you are a community member of WPHT Ltd, we collect your email address so that we may keep in touch with you and invoice you your annual subscription. If you do not have an email address we collect your postal address so that we may write to you.
3. If you are a hirer of the public hall we collect sufficient information to be able to send you invoices and collect payment.
4. If you buy tickets for WPHT promoted events then we collect sufficient information to be able to deliver your tickets. We also ask whether you would like to be contacted about future shows and store your response.

How do we use your data?

1. Employees: to keep in touch with you and to send payroll data to HMRC.
2. Community members: to invoice you and to keep you in touch with WPHT activities.
3. Hirers: to invoice you and to keep you in touch with WPHT activities.
4. Ticket buyers: To deliver your tickets, we use the contact information collected when buying tickets to deliver those tickets to you
5. To let you know about future WPHT-promoted events: if you have told us that you would like to hear about future WPHT events then we add you to our audience mailing list.

Who do we share your data with?

WPHT take great care of your data and will not share with any one outside of our organisation except where necessary to deliver our services or to comply with the law.

1. Our mailing lists are maintained by a company called MailChimp. MailChimp are based in the US and are committed to protecting their data via the EU-US Privacy Shield. You can view their privacy policy at <https://mailchimp.com/legal/privacy/>
2. We pass on name, address and post codes of employees to the UK HMRC (the tax man). You can view their privacy policy at <https://www.gov.uk/help/privacy-policy>
3. Our ticket sales are managed by our Hall Manager and information is held on his laptop which is kept at his home except when the Box Office opens at Witham Public Hall.
4. Our committee share meeting minutes using DropBox. DropBox are based in the US and are committed to protecting their data via the EU-US Privacy Shield. You can view their privacy policy at <https://www.dropbox.com/privacy>.

How can you see, change or delete information about you?

WPHT Ltd are happy to answer any requests or concerns that you may have about your data.

1. You can do the following at any time by contacting Witham Public Hall Trust either by phone 0345 017 8717 or by e-mail info@withampublichall.co.uk:
 - See what data we have about you, if any
 - Change/correct any data we have about you
 - Have us delete any data we have about you
 - Express any concern you have about our use of your data
2. You may unsubscribe at any time from one of our mailing lists either by contacting us or by using the unsubscribe link in the footer of the e-mail.

How do we keep your data safe?

WPHT are very careful to protect your information.

1. WPHT community members and audience e-mail mailing list data is only accessible to certain WPHT committee members through MailChimp and each of those members has their own username and strong password
2. Ticket orders received on paper or by e-mail are shredded or deleted once the ticket order has been processed and contact information copied to the appropriate mailing list (if requested)
3. Ticket orders received by our Hall Manager are kept indefinitely but are only accessible to him via his laptop which has its own username and strong password
4. WPHT Ltd do not collect credit/debit card data. All online ticket purchases are made via recognised third parties such as PayPal, Visa and MasterCard

How will we notify you about changes to this policy?

WPHT will notify our community members mailing list before we make any changes to this policy and give members the opportunity to review and comment on the revised policy before continuing to use our services. The up-to-date version of this policy will always be available on our website at www.withampublichall.co.uk/privacy-policy

If you feel that WPHT are not abiding by this privacy policy, please contact our Chairman, Stewart Adkins immediately either by phone on 01621 891143 or by e-mail stadkins@btconnect.com