

# **NOCTON HUB DIGITAL PRIVACY POLICY**

Version 1: First Adopted August 2020  
2: 16/05/2023 - Reviewed and approved (Minute Ref. 9 i)



*Nocton Hub is a community building owned and managed by Nocton Parish Council*

## **Introduction and Purpose**

We know how important it is for you to understand how we use your data on our website:

<https://nocton.parish.lincolnshire.gov.uk> and Online booking system:

<https://v2.hallmaster.co.uk/Scheduler/View/9791>

This Digital Privacy Policy sets out how and why we collect, store, process and share your personal data in this context. It should be read in conjunction with Nocton Parish Council's Data Protection Policy. We will always be transparent with you about what we do with your personal data.

This Policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Digital Privacy Policy or your rights under it, please contact us by post at Nocton Hub, Main Street, Nocton, LINCOLN, LN4 2BH or by email at [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk).

## **What personal data we collect online and why we collect it**

Nocton Hub uses personal data (name, address, telephone contact number, email address) for the purposes of managing the building's bookings and finances, running and marketing events at the hall, and fundraising activities. The lawful reason for processing data in this way is "contract" for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and staff employment. The lawful reason for processing data for fundraising activities is "legitimate interest". We won't use your information gathered for these purposes for any other purposes unless we are required to do so by law.

## **How long we will retain your data**

Data collected for the purposes of managing bookings and related transactions, running and marketing events at the hall, staff employment and fundraising activities may be retained for up to 7 years in connection with our accounts and, if required for our insurers, for longer.

## **Privacy on our booking system (Hallmaster)**

All our bookings are processed on a cloud based system provided by [Hallmaster.co.uk](https://www.hallmaster.co.uk). Therefore all user bookings are subject to the Hallmaster terms of service, regardless of whether the booking has been entered by the client, or by the Hub Bookings Manager on behalf of the client. The Nocton Hub's booking pages are found at <https://v2.hallmaster.co.uk/Scheduler/View/9791> and the applicable policies for Hallmaster's website are:

- Terms & Conditions <https://www.hallmaster.co.uk/Docs/Hallmaster-Terms-and-Conditions.pdf>
- Privacy Policy <https://www.hallmaster.co.uk/Docs/Hallmaster-Privacy-Policy.pdf>
- Licence Agreement <https://www.hallmaster.co.uk/Docs/Hallmaster-Licence-Agreement.pdf>