

The Heritage Chapel and Halls



Park Road
Rushden
Northants
NN10 0RW

Charity No. 1174622

DATA PROTECTION – PRIVACY STATEMENT

What information do we collect about members and how do we use it?

The Heritage Chapel and Halls (HCH) respects every member's privacy and confines the amount of information collected and retained to a minimum. This information reflects the membership with our charity and typically we keep details such as:

- Member's title and name
- Member's address
- Member's telephone number(s)
- Member's email address
- Dated records of any messages or communication we have had with members

How do we use information about members and how is it stored?

We only use the information we hold about members in line with the reasons for which it was provided, which may include, but is not limited to:

- To share fundraising information with members
- To keep members informed of news and events at HCH that members may be interested in supporting.

Any information provided is at the member's own risk. Once we have received their data, we use standard operating procedures to prevent unauthorised access. Access to personal and financial data is permitted to authorised Trustees or certain members of our Charity only. We take appropriate measures to ensure that the information disclosed to us is secure and accurate.

HCH does not sell or share personal information with third parties (unless legally obliged).

Retention of members' data

HCH will retain the information provided in accordance with applicable laws. Personal data is kept only for the purposes for which it is used, or for as long as we are legally required to keep it. We will take reasonable steps to destroy or de-identify personal information we hold if it is no longer needed for the purposes set out above.

If members wish to change or specify which communications they receive from us and the method by which we contact them (letter, phone, email) we will amend our records accordingly the Treasurer is notified.

Changes to our Privacy Statement

We keep HCH policies under regular review. This Privacy Statement will be reviewed on a regular basis.

Members' rights

The Data Protection Act (1998) gives members certain rights regarding their personal information. All reasonable measures are taken to enable them to exercise those rights. They have the right to ask for a copy of the information we hold about them or ask us to remove non-essential information from our records. If they wish to check, correct or amend their details, they should contact us and we will respond to their enquiry.

How to contact us

Via our Treasurer, Janine Musson:

The Heritage Chapel and Halls

Address: c/o 17 Loseby Close, Rushden, Northants, NN10 9HT

Telephone: 01933 350405

Email: janine.musson@ntlworld.com