

## **Unity Hall Privacy Policy**

Unity Hall (“we”, “our”, “us”) is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, and protect your personal information when you visit our website or contact us.

### **1. Who we are**

**Organisation name:** Unity Hall

**Address:** The Scout and Guide Hall, Luton Road, Bedford, Barton - Le - Clay, MK45 4SD

**Email:** unityhallbarton@gmx.co.uk

If you have any questions about this policy or your personal data, you can contact us using the details above.

### **2. What personal data we collect**

We may collect and process the following personal data:

- Name
- Email address
- Phone number (if provided)
- Message content (via contact or booking forms)
- Event or booking details
- Technical data such as IP address, browser type, and device information (via cookies, if applicable)

We only collect data that is necessary for the purposes described below.

### **3. How we collect your data**

We collect personal data when you:

- Fill in a contact or booking form on our website
- Email or phone us directly
- Use our website (through cookies and similar technologies)

### **4. Why we use your data (lawful basis)**

Under the UK GDPR / EU GDPR, we must have a lawful basis for using your data. We rely on the following:

- **To respond to enquiries or bookings**

*Lawful basis:* Contract or legitimate interest

- **To manage events and venue bookings**

*Lawful basis:* Contract or pre-contractual steps

- **To improve our website and services**

*Lawful basis:* Legitimate interest

You can withdraw your consent at any time where consent is used.

## **5. How long we keep your data**

We only keep your personal data for as long as necessary:

- Contact enquiries: up to **12–24 months**
- Booking and event records: as required for legal or accounting purposes

When data is no longer needed, it is securely deleted.

## **6. Who we share your data with**

We do not sell or rent your personal data.

We may share data with trusted service providers, such as:

- Website hosting providers
- Email or booking system providers

These providers only process data on our instructions and are required to keep it secure.

## **7. Your data protection rights**

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent at any time
- Lodge a complaint with a data protection authority

To exercise your rights, contact us at [unityhallbarton@gmx.co.uk](mailto:unityhallbarton@gmx.co.uk)

## **8. Cookies**

Our website may use cookies to ensure it functions correctly and to improve user experience.

Where required, we ask for your consent before placing non-essential cookies.

## **9. Data security**

We take appropriate technical and organisational measures to protect your personal data, including:

- Secure hosting
- HTTPS encryption
- Restricted access to personal data

## **10. Changes to this policy**

We may update this Privacy Policy from time to time. The latest version will always be published on our website with the updated date.

## **11. Contact us**

If you have any questions about this Privacy Policy or how we handle your data, please contact us.

### **Reviewed by:**

Amber Miller  
Committee Chair

January 2026