

## **DATA PROTECTION POLICY**

With effect from March 2023 Bungay Community Centre Trustees have begun to use the Hallmaster booking and invoicing system.

The system will make the administration of bookings much simpler and the management of the finances will be more streamlined.

In order to ensure that the system is effective and efficient each user of the facilities can have their own account within the software from which they can check, manage and amend their bookings. At all times the system administrator(s) will accept any bookings or changes and will confirm that everything is acceptable. Because this means your information will be held within our system, which is totally secure, we set out the following points by which we will deal with that information:-

1. Your details will only be used to administer bookings and invoices.
2. We will never share your details with any third parties.
3. The information is private and kept secure by the administrators.
4. We will not use your information for marketing purposes.
5. If you cease to be a user of the facilities or decide not to pursue with a booking enquiry, we will only retain your information for as long as is necessary to complete any invoicing or any legal need (e.g. for tax reasons if applicable).