

**BOCKING UNITED SERVICES SOCIAL CLUB LIMITED**  
**T/as Bocking Village Club, Bocking Village Hall and Weavers Restaurant**  
Church Street, Bocking, Braintree, Essex CM7 5LA  
Phone: 01376 324584  
E mail: [office@bockingvillageclub.org](mailto:office@bockingvillageclub.org)

General Data Protection Regulation & Privacy Policy

Bocking United Services Social Club Limited and Weavers Restaurant are committed to protecting and respecting your privacy.

How We Collect and Use your Information

We obtain information from you when you join our membership and / or when hire of Bocking Village Hall takes place.

We collect your name, postal address, telephone numbers, email address and date of birth.

We use your contact details to send club correspondence, newsletters and relevant announcements and promotions to keep you up to date with events and entertainment within the club or Weavers Restaurant. If you are a contact for the hire of the function rooms or hall we reserve the right to send you information regarding your account with us (for example, but not limited to: Account and payment status, general customer communications) even if you have opted out of receiving marketing information. This is in line with the GDPR regulations. With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email.

For our Members we use your date of birth to for membership category and to ensure compliance with licensing laws.

We have closed circuit TV for your security and crime prevention and will hold these images for a minimum of 30 days

Sharing with Third Parties

We do not sell your information to third parties and we will not share your information with third parties for marketing purposes. Be assured that we will not release any information to third parties outside of Bocking United Services Social Club Limited and Weavers Restaurant unless we are required to do so by law, eg, by a court order or for the purpose of prevention of fraud or any other crime.

How Long Do We Hold Your Information?

We will hold your information whilst you remain a club member, we will delete your details one year after your membership has lapsed. A customer of the hall or room hire we will delete six years after your last booking.

We will only store your information in the UK, this means it will be fully protected under GDPR.

Your Rights

You have the right choose whether you wish to receive information from us. If you don't wish to receive information, then you can opt out at any time by emailing [office@bockingvillageclub.org](mailto:office@bockingvillageclub.org) placing the word 'STOP' in the subject heading or telephone 01376324584.

You are entitled to have your information corrected if it's inaccurate or incomplete.

You have the right 'to be forgotten', in simple terms this enables you to request the deletion of information where there's no compelling reason for us to keep using it.

You have the right to ask for access to the information we hold on you, we will respond within 25 days and in any case , not more than one month of receiving it. This is a free of charge service unless your request is excessive (for example, if you make repetitive requests) a fee may be charged to you to cover our administrative costs in responding. You also have the right to lodge a complaint with the Information Commissioners Office about way we handle your data.

#### Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our Website.

#### How do I Contact You

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details.

Email: [office@bockingvillageclub.org](mailto:office@bockingvillageclub.org)

Telephone: 01376324584

Post address: Church Lane, Bocking, Braintree, Essex CM7 5LA

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