

**St Luke & St John Ecclesiastical Charity**  
Charity Registered No: 1078441

## **St Luke's Church Hall, Cheltenham**

### **Privacy Notice**

We will only use your personal information to administer your account for the purpose of your hire of facilities at St Luke's Church Hall, Cheltenham that you have requested from us, to include the management of bookings and related invoices and receipts and the sharing of information and agreements related to the care of the Church Hall and its car park.

We hold information which includes your name, email address, physical address, phone numbers and, where appropriate, your organisation or business name and the purpose for which you hired our facilities. Exceptionally, we may request financial information (bank account and sort code) but only when necessary for making payments to you.

We will hold your personal information in our booking management system and our email system and in our related contacts management system. Access to this information is restricted to trustees and staff of the charity and the operators of our booking management system, to the extent necessary for its technical operation. Financial information is held in our banking system.

We only use your personal information for the purpose for which it was given.