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## **GRUNDISBURGH VILLAGE HALL**

**Registered Charity No: 1190693**

**Policy Name: DATA PROTECTION POLICY**

**Document Location: Grundisburgh Village Hall Website**

**Adopted at Meeting Dated: 04/03/2024**

**Next Planned Review: February 2025 or as needed**

## Revision History

Version No.	Date	Prepared by / Modified by	Email Address	Significant Changes
0.1	09/02/2021	Phil Bailey	phil.bailey@btinternet.com	First Draft
0.2	22/03/2021	Phil Bailey	phil.bailey@btinternet.com	Second Draft
0.3	02/08/2022	K Tatham	secretary@gnvh.co.uk	Final

## Glossary

Abbreviation	Description
VHMC	Grundisburgh Village Hall Management Committee
GDPR	General Data Protection Regulation 2018
DPA	Data Protection Act 2018
DSAR	Data Subject Access Request

## Statement

The Grundisburgh Village Hall Management Committee (VHMC) recognises its responsibility to comply with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 (DPA) which is the UK-specific complement to the GDPR.

These regulations set out high standards for the handling of private information and protection of individuals' rights to privacy. They specify how personal information can be collected, handled and used. Apart from some exemptions (which are irrelevant to the VHMC) the regulations apply to anyone holding personal information about people; electronically or on paper. The VHMC will not ask for information from Hirers that is not strictly related to the operation or hire of the Village Hall itself.

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## PROCEDURES

The VHMC has a number of procedures in place to ensure that it complies with the DPA and GDPR when holding personal information. When dealing with personal data the VHMC will ensure that data is:

- **processed fairly and lawfully.** Personal information will only be collected from individuals if the VHMC has been open and honest about why they want the information, eg, relevant credentials of event organisers and volunteers;
- **processed for specified purposes only.** This covers bookings, payment and invoice processes, and website data;
- **relevant to what it is needed for.** Data will be monitored so that too much or too little is not kept; only data that is needed will be held;
- **accurate and kept up to date.** Personal data will be accurate, if it is not it will be corrected;
- **not kept longer than it is needed.** Data no longer needed will be shredded/deleted or securely disposed of;
- **processed in accordance with the rights of individuals.** Individuals will be informed, upon request, of all personal information held about them; and
- **kept securely and confidentially.** Only the VHMC can access the data. It cannot be accessed by members of the public. Data will not be used for any other purpose or passed to any third party.

**Disclosure of personal information.** Members of the VHMC may need to access information to help carry out their duties. They are only able to access as much information as necessary and it will only be used for that specific purpose, eg, in the investigation of a complaint

This policy should be read alongside our Privacy Notice which is below in Appendix 1. It will be reviewed from time to time and when there are DPA changes.

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## **APPENDIX 1 - Grundisburgh Village Hall Privacy Notice**

### **Introduction**

The General Data Protection Regulation (GDPR) and a new Data Protection Act came into effect in May 2018 to ensure that organisations protect your personal data better. Your privacy is important to the VHMC and this statement is our commitment to letting you know how we use your personal information and make responsible use of your data. It should be read in conjunction with our current Data Protection Policy, available on our website.

The personal information provided to the VHMC is collected, processed and held to ensure that the VHMC can fulfil its responsibilities. As such it comes under the “legitimate interest” category and no personal information is shared with or disclosed to any third parties.

### **Information Security**

The VHMC has a duty to ensure the security of personal data. We only keep data for the purpose for which it was collected, and we destroy or delete it when it is out of date or no longer needed.

### **Access to Information**

You have a right to ask the VHMC what information is held on you, and to check that it is accurate and up to date. This is known as a Data Subject Access Request (DSAR) - individuals have the right of access to their personal information that the VHMC holds on application to the secretary (details on Village Hall website), who will respond as soon as possible and within one calendar month of your request. In addition, individuals can ask for personal data to be removed from VHMC records at any time.

### **Examples of Information held:**

Booking information - Held by the bookings secretary. Details include name, address, e-mail address and phone number. Provided by hirer and all legitimate interest information for securing booking and ensuring proper use of the hall, liability for damage and payment. Regular booking details are retained whilst booking is current and one-off bookings retained for one calendar year.

Contact and payment details - Held by the Treasurer – The Treasurer holds names, contact and bank details to pay invoices for services and supplies. The Treasurer also holds contact details for hirers to enable the issue of invoices and receipts. All legitimate interest information is destroyed/deleted after 12 months inactivity – i.e. there has been no transactions for at least 12 months.

Website information - Trustee details in annual report, and committee contact details for bookings and other issues. No other personal detail is shown on our website.

Operational Contacts – eg, keyholders and other volunteers as authorized by the VHMC to provide access to the hall or provide advice and assistance if there are any issues with the hall during a hiring event