

# The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153



## Data Protection Policy

**This policy has been adopted by the Milborne St Andrew Village Hall through the Board of Trustees who remain responsible for its review.**

### **Aims**

To inform the public and users of the Village Hall of the new legislation following the General Data Protection Regulations which came into force on the 25<sup>th</sup> May 2018 and to describe how the Trustees are responding to it and how the Trustees are responding to it.

### **Objectives**

1. To outline the basic principles of data protection
2. To describe how the Village Hall Committee collect, store and manage data
3. To explain how the permission for acquiring data is obtained
4. To demonstrate how data will be stored securely and not transferred to any other organisation without consent unless by not doing so harm may happen

### **Statement of Intent**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information held by the Village Hall data controllers or likely to come into such possession. The Milborne St Andrew Village Hall Committee conform to the requirements of the General Data Protection Regulations 2018 as described in this policy.

Written May 2018

Reviewed May 2019

Review May 2021

MAKING A DIFFERENCE

## **1. Compliance**

Milborne St Andrew Village Hall complies with its obligations under the General Data Protection Regulations (GDPR) by keeping personal data up to date; by storing or destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To maintain our own accounts and records (including the processing of any gift aid applications).
- To enable us to provide a voluntary service for the benefit of the public who use, hire or are involved in running the charity.
- To manage our trustees and committee members.
- To record and manage applications for hire of the hall by individuals or groups.
- To keep group representatives informed about significant matters or to seek their opinions.

## **2. Sharing personal data**

- All personal data will be treated as strictly confidential and will only be shared with other committee members as necessary e.g. booking forms seen by the booking officer and the treasurer; trustee details as requested by the Charity Commission.
- In order to comply with safeguarding legislation data may be shared without consent if necessary.

## **3. Storage and destruction of personal data**

- The minimal of personal details will be requested.
- Details held electronically will be password protected or as an encrypted document.
- Details held on paper will be kept in a secure manner away from public places.

## **4. Your Rights**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Milborne St Andrew Village Hall holds about you.
- The right to request that Milborne St Andrew Village Hall corrects any personal data if it is found to be inaccurate or out of date.

# The Village Hall

MILBORNE ST ANDREW



Registered Charity No: 301153

- The right to request that your personal data is erased where it is no longer necessary for Milborne St Andrew Village Hall to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right, where there is a dispute in the accuracy or processing of your data, to request a restriction is placed in further processing.
- The right to lodge a complaint with the Information Commissioners Office.

## 5. Further processing

If we wish to use our personal data for a new purpose, not covered by this Data Protection Notice, then Milborne St Andrew Village Hall will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and when necessary we will seek your prior consent to the new processing.

## 6. Contact details

To exercise all relevant rights, queries or complains please in the first instance contact

- Sarah Ryan, Secretary on 01258 839 230 or [saryan6630@googlemail.com](mailto:saryan6630@googlemail.com)
- Pam Shults, Chairperson on 01258 837203 or [pamshults@btinternet.com](mailto:pamshults@btinternet.com)

Or write to

- Milborne St Andrew Village Hall, The Causeway, Milborne St Andrew, DT11 0JX

You can contact the Information Commissioner's Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

MAKING A DIFFERENCE