

UTTERBY VILLAGE HALL DATA PROTECTION POLICY & PROCEDURES

DATA PROTECTION POLICY

The General Data Protection Regulations (GDPR) require organisations holding personal data to comply with a number of principles.

The key points are:

- Data must be collected for fair and lawful processing. The purpose of the data collection must be identified and the data must not be used for other purposes.
- Privacy of personal data must be ensured, and measures taken to ensure no unauthorised processing can take place (for example, by passing it on to others)
- The data must be adequate for the purpose, accurate, limited to the data necessary for the stated purpose, and kept only as long as it is relevant for this purpose.

Context

Utterby Village Hall aims to improve the lives of the local community through the provision of space and facilities for a range of community activity. We respect and value the privacy of all users of the hall, both individuals and organisations and we will only collect and use information in ways that are useful to you and in a manner consistent with your rights and our obligations under the law. This policy applies to our use of data collected by us.

Data we hold

- **Contact information:** we hold limited personal data for communication purposes in order to share information that may be of interest to or affect users of our facilities.
- **Payment information:** we hold information about named individuals who have made payments or donations to the hall, and about individuals and businesses to which we have made payments. The data is held by the treasurer for the purpose of providing an audit trail for the accounts, and includes the date and amount received, payment method and, in some cases if required, contact details. Further details of payments are retained for a period to provide details in the event of a complication with the payment (e.g. as evidence of payment received or cheques lost).
- **Hirers information:** we hold information about Individuals and groups using hall facilities. Our electronic booking form is held by the Secretary and shared only with those whose roles require them to have access to this information. We utilise an email folder for this.

Trustee Information: we hold information about our Trustees. They complete a Trustee Declaration to satisfy the requirement that individuals who hold a trustee position are not disqualified from doing so. This information is held securely. Personal contact information is used only for communication purposes, in order to communicate and share information about hall management.

- Booking details and relevant contact information is held securely by the Secretary and data required for processing payments is passed on to the treasurer and incorporated into the finance data described above.
- Booking forms are retained for as long as necessary to provide evidence in the event of future issues arising from the use of the hall, for example for insurance purposes, and health and safety purposes.

Data will be held for 7 years for audit and accounts purposes and then be destroyed.

DATA PROTECTION PROCEDURES

Effective data protection we will be achieved through:

- ensuring a nominated officer, the Secretary, is responsible for data protection compliance and provides a point of contact for all data protection issues.
- ensuring all Trustees, Volunteers and Contractors are made aware of good practice in data protection, and that staff responsible for personal data receive adequate information and support, and knows where to find further guidance.
- ensuring that queries about data protection are dealt with effectively and promptly regularly reviewing data protection procedures and guidelines within the organisation.

Our commitment to you

Utterby Village Hall takes the care of your data seriously and undertakes to protect your personal information in a range of ways.

- When sending an email to our contact list, we will use the bcc (blind copy) field to maintain confidentiality of email addresses. In each communication, individuals should be informed of how to remove themselves from the contact list.
- We will retain your information for as long as you have an active relationship with Utterby Village Hall.
- If you cease to have an active relationship with us or request to receive no further contact, we will ensure your information is securely deleted and/or destroyed.
- Names of individuals donating to the hall must not be made public without the specific consent of the individual on each occasion.
- We will not pass your information to a third party without your express permission.
- We will not sell your information to third party organisations.
- You may opt out of receiving specific information and types of messages from us by notifying us through the contact point listed below.
- You may contact us to correct inaccuracies you find in the data which we hold about you. This can be done via email thevillagehallutterby@gmail.com

Questions and concerns

Any questions or concerns about the operation of this policy should be directed to the Trustees at thevillagehallutterby@gmail.com