

# Lydbury North Village Hall

## Data Protection Policy

### 1) Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### 2) Responsibility

1. Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All committee members are responsible for observing this policy, and related procedures, in all areas connected with management of the hall.

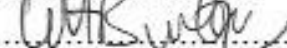
### 3) Overall policy statement

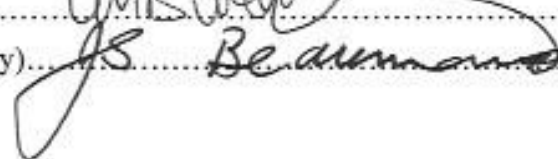
1. Lydbury North Village Hall needs to keep personal data about its committee, sole contractors, and hirers of the hall in order to carry out its activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
  - o purposes for which the individual has given explicit consent, or
  - o purposes that are in the hall's legitimate interests, or
  - o to comply with legal obligations
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. To uphold this policy, we will maintain a set of data protection procedures for our committee to follow.

#### 4) Review

This policy will be reviewed every two years

Date..... 27th November 2018

Signature (Chair)..... 

Signature (Secretary)..... 

### Lydbury North Village Hall

#### Data protection procedures:

##### 1) Introduction

1. Lydbury North Village Hall has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

##### 2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept on a password protected computer with up-to-date software protecting against viruses and malware. If it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the GDPR. When it is stored on paper it will be filed securely.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

##### 3) Mailing list

1. We will maintain a list of mail and/or telephone contacts. This list will include the names and contact details of committee members, individuals who have hired the hall and sole contractors who provide services for the hall.
2. We will explain to people on the mailing list how their details will be used and that they may amend their details or ask for them to be removed from the list at any time.
3. We will not share personal information with any other organisations.
4. We will provide information about how to be removed from the list with every mailing.
5. We will use mailing list providers who store data within the EU.

##### 4) Contacting users of the hall

1. We will maintain a list of contact details of individuals that make requests to hire the hall.
2. Hirers no longer using the hall will be removed from the list.

**5) Contacting sole contractors**

1. Certain sole contractors provide services for Lydbury North Village Hall.
2. We will maintain a list of sole contractors that provide services for the hall.

**6) Contacting committee members**

1. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee.
3. Committee members will not share other committee members' contact details for anything other than Lydbury North Village Hall business, without explicit consent.

**7) Review**

These procedures will be reviewed every two years.

Date..... 27th November 2018

Signature (Chair)..... 

Signature (Secretary)..... 