



Fontmell Magna Village Hall

Privacy & Data Protection

Relevant Legislation

Data Protection Act 1998

Data Protection (Amendment) Act (2003) (European Directive)

General Data Protection Regulations (GDPR) 2018

The Committee needs to collect and use certain types of data in order to carry out the business of the Village Hall. This personal information will be collected and dealt with in accordance with The General Data Protection Regulations (GDPR) May 2018. For the purpose of GDPR, the Committee is the Data Controller for all information held.

Definitions

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and can include images and audio recordings as well as written information. 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.

Responsibility

Overall responsibility for data protection lies with the Trustees (management committee), who are responsible for overseeing activities and ensuring this policy is upheld. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the hall.

Policy Statement

- Fontmell Magna Village Hall needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
- We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the relevant legislation.
- 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.
- We will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in our group's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or
 - to protect someone's life, or
 - to perform public tasks.
- We will provide individuals with details of the data we have about them when requested by the relevant individual.

- We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
- We will endeavour to keep personal data up-to-date and accurate.
- We will store personal data securely.
- We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

In practice

- Signed hire agreements containing personal information will only be kept until the end of the financial year to which they relate or for 3 months after the hire date, whichever is later.
- CCTV recordings will only be kept for one month, unless an incident is reported to the police and the images are required by them.

Reviewed July 2024

Next review date 2027

Fontmell Magna Village Hall Management Committee