



DATA PROTECTION POLICY

Hartpury Village Hall needs to keep certain information about its trustees, volunteers, contractors, hirers and service users in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring that any personal information (i.e. information that relates to an identifiable individual) will be dealt with in line with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR). Personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Access to personal information will be limited to trustees, staff and volunteers.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures.

In line with the Data Protection Act 1998 principles, we will ensure that personal data will:

- Be obtained fairly and lawfully and for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

Hartpury Village Hall processes the following personal information:

- Trustees / committee members – Names, addresses and contact details
- Volunteers – Names and contact details
- Regular patrons – Names and contact details
- Occasional and prospective hirers (including marquee hirers) – Names and contact details
- 100 club members – Names and contact details
- Youth Club members – Names, ages and contact details
- “Friends of Hartpury Village Hall” – Names and email addresses
- Donors – Names and contact details
- Questionnaire respondents – Names and contact details
- Contractors and suppliers – Names and contact details
- Visitors – CCTV images

Hartpury Village Hall will ensure your data will:

- Not be sold to companies nor made available to third parties unless this is required by law. Personal data (names, addresses, emails, phone numbers) will only be passed on to a third party with specific written consent.
- Be processed for the purposes stated only.

- In the case of contact details, these may be stored for the purpose of informing the community about events, activities etc, subject to specific written consent having been received, which can be withdrawn by the individual at any time.
- Be accurate and be kept up to date
- Be erased as soon as out of date or when not necessary
- Be kept in a safe place and, where relevant, on a computer which is password protected

Email addresses stored for the purpose of informing the community about village hall news and events will be used for that purpose only. In this context emails will be sent using blind carbon copy to listed recipient addresses. Emails circulated to a restricted group such as the Village Hall Committee may show recipient addresses with prior consent.

All trustees, staff and volunteers must therefore ensure that personal data is dealt with properly and in accordance with this policy no matter how it is collected, recorded or used. This applies regardless of whether the information is held on paper, in a computer or recorded by some other means e.g. tablet or mobile phone.

Individuals have a right to make a Subject Access Request (SAR) to find out whether we hold any of their personal data, where it is held, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR will be dealt with within 30 days.

Reviewed and approved by the Hall committee on 18 July 2018