

CORNISH HALL END VILLAGE HALL - Registered Charity No: 301291

DATA PROTECTION POLICY

Cornish Hall End Village Hall ('CHEVH') needs to keep certain information about its trustees, volunteers and service users to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

Trustees regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom they deal with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

Cornish Hall End Village Hall is committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 1998 and General Data Protection Regulations (GDPR).

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.

To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person or body unlawfully.

Personal data may be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, hiring agreements, and photographs.

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

1. be processed (meaning collecting, amending, handling, storing or disclosing personal information) fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
2. be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. be adequate, relevant and not excessive in relation to those purpose(s),
4. be accurate and, where necessary, kept up to date,
5. not be kept for longer than is necessary,
6. be processed in accordance with the rights of 'data subjects' (the individual whose personal information is being held or processed) under the Act,
7. be kept secure by the Management Trustees (the 'Data Controller') who will take appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Cornish Hall End Village Hall processes the following personal information:

- Trustees / committee members – Names, dates of birth, addresses and contact details
- Volunteers – Names, addresses and contact details
- Service users/hirers – Names, addresses and contact details

This revision produced Oct 2019

Cornish Hall End Village Hall will ensure personal data will:

- Not be sold to companies or given to public organisations. Personal data (names, addresses, emails, and phone numbers) will only be passed on to a third party with written consent (e.g. someone who wants to contact someone else who does not want their information public)
- Be processed (meaning collecting, amending, handling, storing or disclosing personal information) for the purposes stated above only.
- In the case of contact details, these may be stored for the purpose of informing the community about events, activities etc., but this will not include personal information other than that which has been permitted and an opt-out option will apply.
- 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

CHEVH will regularly review its procedures

for ensuring that its records remain accurate and consistent and, in particular:

- Any database system used by CHEVH is reviewed and re-designed, where necessary, to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as necessary, and all Trustees and volunteers will be discouraged from establishing unnecessary additional data sets.

Signed on behalf of the CHE Village Hall management Trustees by Peter Dacey (Chair)



Last Reviewed October 2021

Next review due no later than October 2022