



Data Protection Policy

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| Completed by: | Village Hall Committee |
| Date: | September 2017 |
| Next Review: | September 2018 |

Introduction

Mendham & Withersdale Village Hall Committee (“the Hall”) respects your privacy and realises how important it is to you that your personal information remains secure.

This policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

The Management Committee of the Hall is responsible for ensuring compliance with the Data Protection Act & GDPR and is committed to ensuring that we adhere to the principles of the Act & Legislation.

Any questions or concerns about the operation of this policy should be referred to the Management Committee of the Hall.

If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with a member of the Committee.

Commitments

We are committed to:

- ensuring that we comply with the eight data protection principles as outlined in the Data Protection Act 1998 & GDPR
- meeting our legal obligations as laid down by the Data Protection Act 1998 & GDPR
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all staff are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data 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.

Specifically

- Personal information is collected directly from you when you interact with the Hall (e.g. signing up for an event or joining the MUGA membership list), or when you provide information to us when booking the Hall for an event. We collect this information in order to keep in touch with you and to supply you with information regarding events at the Hall through emails and for managing the risk associated with hiring out the Hall. The information which we collect in this way will typically include your name, date of birth, postal and email addresses.
- Should the purpose for holding your information change, we will notify you.
- We will not sell your information to third party organisations, and we do not share your personal information with third parties unless required to do so by law.
- The Hall takes the care of your data seriously and undertakes to protect your personal information in a range of ways. Information is held by one individual only and the location that information is held in is password protected.
- We will retain your information for as long as you have an active relationship with the 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.
- You may opt out of receiving specific information and types of messages from us by notifying us through the contact point listed below, or by following the opt-out instructions on any email you might receive from us.
- You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time.

This can be done via email: data@mwvillagehall.co.uk