

WOOD NORTON VILLAGE HALL

Registered Charity No.1082525

DATA PROTECTION POLICY

Wood Norton Village Hall needs to keep certain information about its trustees, volunteers, hirers and attendees of functions to carry out its day to day operations, to meet its objectives and comply with legal obligations

The organisation is committed to ensuring that any personal data will be dealt with in line with the General Data Protection Act 2018. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

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 General Data Protection Act 2018 principles, we will ensure that personal data will:

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

Wood Norton Village Hall processes the following personal information:

- Trustees – names, addresses (including time at address), date and country of birth, nationality and country of tax residency.
- Volunteers – names, addresses and telephone/email addresses)
- Hirers – name and addresses and contact telephone/email address)
- Attendees of Village Hall functions – names and telephone/email addresses)

Wood Norton Village Hall will ensure that your data will:

- Not be sold to companies or given to public organisations. Personal data (names, addresses, emails, phone numbers) will only be passed on to a third party with your 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., but this will not include personal information other than that which has been permitted, and an opt out option will apply.
- Be accurate and kept up to date.
- Be destroyed/erased as soon as out of date or no longer necessary.
- Be kept in a safe place and, where relevant, on a computer which is password protected.

Approved by Wood Norton Village Hall Management Committee:

Date: 4th June 2019

Signed: P.M. Edwards (Secretary)