

GILSLAND VILLAGE HALL

Data Protection Policy 2018

Data Protection Act 2018 (DPA)

Gilsland Village Hall is committed to a policy of protecting the rights and privacy of individuals and their personal information in accordance with the above legislation.

The hall committee only requests, processes and holds information relevant to its use and running of the hall. Information is collected, handled and stored securely under the DPA and can be in manual or electronic form such as booking forms, notice boards, Facebook and websites.

Data Protection Act 2018

The committee adheres to the 8 Principles of Data Protection, and it is their duty to ensure that all information:

1. Shall be processed fairly and lawfully.
2. Shall be used and stored only for the purposes specified e.g. booking the hall.
3. Shall be adequate, relevant and not excessive in relation to those purpose(s).
4. Shall be accurate and, where necessary, kept up to date.
5. Shall not be kept for longer than is necessary.
6. Shall be processed in accordance with the rights of data subjects under the Act.
7. Shall be kept secure by the Data Controller.
(We are a small group and do not need to appoint a Data Controller/Protection Officer.)
8. Shall not be transferred outside of the UK.

The village hall adheres to the DPA which applies to all the manual and automated data that we use and hold directly or indirectly to identify an individual. The 'personal data' being relevant to everyone visiting and using the hall including committee members, groups, hirers, employees, contractors, donors and users.

Statement

The village hall committee only request information relevant to the reason it is required for.

Personal information held is not shared or passed on to third parties (unless required by law), nor is it published in any form.

The hall computer has different passwords for public, groups and committee use therefore information stored electronically is password protected and only accessible by the village hall committee members.

Information such as documents, correspondence, booking forms and first aid records will be filed and securely stored in a locked cupboard in the hall. These documents will be reviewed annually at the AGM and providing it is no longer relevant will then be destroyed. Information stored for accounts and legal purposes will also be reviewed annually but kept for 6 years or as necessary.

Information regarding under 16-year-olds cannot be accepted without parent's consent.

All requests from an individual to see information held about them or if a person wishes to have their information 'forgotten' that is to have their personal details removed from the hall records as well as complaints must be made in writing to the committee.

Gilsland village hall may advertise groups and events but cannot be held liable for content of third-party advertising of events, meetings or regular clubs and have the right to refuse non DPA compliant advertising.

Responsibility

If you have any questions or would like to discuss this policy, please speak to a committee member.