



General Data Protection Regulation (GDPR) Policy

This document defines and explains the GDPR policy of the Barrasford Village Hall (BVH) committee. BVH processes and stores personal information in accordance with the Data Protection Act 1998 and the General Data Protection Regulations in force from May 2018.

Data Held

Data is held for maintaining booking records and invoicing and for communication regarding bookings, committee meetings and the functioning of the Village Hall. Personal data comprises: name, address, phone number, email address. Booking and invoice data cross-references to personal data. Accident book; this will be checked regularly. Any page which has been completed will be removed, appropriate action taken and the page filed securely.

Lawful Basis

These data are held under the "Contract" lawful basis. *(Contract is one of the six legal bases for processing data under GDPR, in the case of Barrasford Village Hall the contract is the booking /hiring process)*

Period of retention

Data will be held for 7 years, or when the owner requests deletion, whichever is sooner. (see below) On-going regular bookings will be kept in perpetuity or until the arrangement ceases.

Data Deletion

An owner can request deletion of personal data, which will be carried out immediately, unless the owner has outstanding bookings or unpaid invoices.

Pre-existing invoices will retain name and address in perpetuity.

Data Storage

Paper copies of the data will be lodged with the BVH treasurer and kept in a file in a locked cabinet. After one year the data will be archived in a fireproof storage box kept in BVH, access will be restricted to BVH committee members.

Third Parties

Data will not be distributed to third parties unless we have explicit consent to do so, or we are required to do so under a statutory or legal obligation.

Security breaches

BVH will observe all rights under GDPR and will respond quickly to any queries. If there is a security breach and personal information is compromised, this will be reported to the ICO within 72 hours, and the data owners will be informed immediately.

Contact

It is the responsibility of the individual (hirer) to ensure that the information and personal details that BVH holds is accurate and kept up to date. This can be done by informing a member of the BVH committee or emailing michelle.bvh@outlook.com

Policy reviewed at the 6th Jan 22 by Michelle Nixon

Signed.....

Review 1 took place in April 23.....

Signed M Nixon.....Review...Apr 24.

Review 2 took place

Signed Review