



# North and South Wheatley Village Hall

## General Data Protection Regulation (from May 25 2018)

### Policy

North and South Wheatley Village Hall Management Committee needs to keep certain information about its trustees, volunteers, staff and hirers of the hall to carry out its day to day operations, to meet its objectives and to comply with legal obligations. This includes such information as:

Name

Telephone numbers

e mail addresses

Dates of Birth (for Trustees)

Home address

The organisation is committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 1998. The GDPR (General Data Protection Regulation), which comes into force on May 25 2018, strengthens the requirement to obtain consent from someone to hold their data. 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 and has awareness of the implications of identity theft

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

- 1 Be obtained fairly and lawfully and for a specific and lawful purpose
- 2 Be adequate, relevant but not excessive
- 3 Be accurate and kept up to date
- 4 Not be held longer than necessary
- 5 Be processed in accordance with the rights of data subjects
- 6 Be subject to appropriate security measures (stored securely, password protected)
- 7 Dealt with in line with the Data Protection Act 1998

Personal information collected will normally consist of names, addresses, telephone numbers and email addresses for:

trustees and Committee Members

contact details for regular user groups, such as chair, treasurer or secretary

contact details for occasional hirers

other village hall contacts

contractors

Additionally, those requiring payment for services or expenses by BACS will be required to provide bank account details.

North and South Wheatley Village Hall Management Committee will ensure that:

- 1 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 written consent (e.g. someone who wants to contact someone else who does want their information made public)
- 2 Data will be processed for the purposes stated only.
- 3 Email addresses stored for the purpose of informing the community about events taking place in the village hall will be used for that purpose only. In this context emails will be sent using blind carbon copy to list recipient addresses *and an opt-out option will be offered*
- 4 Data will be accurate and be kept up to date
- 5 It will be erased as soon as out of date or when not necessary. Financial records and correspondence will be stored for 6 years. Archived material will be kept securely indefinitely
- 6 All personal data will be housed securely and, where relevant, on a computer which is password protected

### **Correcting personal data**

Individuals have a right to make a Subject Access Request (SAR) to find out whether GVDS holds their personal data, where it is, what it is used for and to have data corrected if it is wrong, in order to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement

North and South Wheatley Village Hall is a registered charity, registration number 1050729

Approved and adopted by North and South Wheatley Village Hall Management Committee  
May 2018