

Little Witley Village Hall Data Protection Policy

1) Definitions

1. Personal data is information about a person, which is identifiable as being about them. It can be stored electronically or on paper, and can include images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

1. Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

3) Overall policy statement

1. Little Witley Village Hall needs to keep personal data about its committee members, people who have requested to join our mailing list and contractors engaged to undertake work at the Hall.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - o Purposes that are in our group's legitimate interests, or
 - o Contracts with the individual whose data it is, or
 - o To comply with legal obligations, or
 - o To protect someone's life, or
 - o To perform public tasks.

Typically this data will not extend beyond name, trading name, address, telephone number, email address, web address.

If for some extra-ordinary reason data needs to be collected beyond the above, the need for such data will be reviewed and approved by the Management Committee and specific provision will be made to ensure requirements will be met in respect of explicit consent required under the GDPR act.

5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

4) Review

This policy will be reviewed every two years

Date... 21st Oct 24

Signature (Chair)..... 

Signature (Secretary)..... 

Little Witley Village Hall Data Protection Procedures

1) Introduction

1. Little Witley Village Hall has a data protection policy that is reviewed regularly. In order to help us uphold the policy, we have created the following procedures that outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is completely destroyed.
3. We will keep records of explicit consent (should we ever decide we need data of this nature) given for us to collect, use and store data. These records will be stored securely.

3) Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive publicity and news from Little Witley Village Hall.
2. We will not use the mailing list in any way that the individuals on it have not explicitly consented to and will not share the data with third parties.
3. An unsubscribe function will be provided with emails sent.
4. We will use Mailchimp as our mailing list provider and will monitor their compliance with UK requirements.

4) Contacting committee members

1. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee. Some details may be shared more widely with the specific consent of individual members in order for the business and function of the Hall to continue smoothly and effectively.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Little Witley Village Hall business, without specific consent.

5) Review

These procedures will be reviewed every two years

Date... 21st Nov 24

Signature (Chair)... 

Signature (Secretary)... 