

COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

GENERAL DATA PROTECTION REGULATIONS

With effect from the 25th May 2018 the new General Data Protection Regulation (GDPR) comes into force.

The Village Hall Data protection officer can be contacted at dpcolvhall@yahoo.com

Information given to the Village Hall will only be used for the relevant purpose for which it was given.

Any Information received will not be passed onto any other organisation.

Any complaints will be handled by the Data Protection Officer.

SECURITY POLICY

PC Data

All Personal Data held on PCs for the use of the Village Hall are securely situated in individuals' homes and are protected from the internet by firewalls and anti virus software.

The Village Hall uses the Avalon Booking System for all bookings received by individuals and groups; all Avalon Booking System personal data not regularly used will be deleted from the Avalon system after 2 years.

The Village Hall email system is Yahoo and all personal email accounts not regularly used will be deleted from the email system after 2 years.

The Village Hall uses Sage Accounting system; any accounting data not regularly used will be removed in line with current Accounting legislation.

Printed Information - Stored securely in locked cabinets situated at the Village Hall

Only two members of the Committee have keys to access these cabinets and they are the Secretary and Treasurer.

All Booking and Accounting information will be retained in line with current Accounting legislation.

All Trustee information will be retained in line with the Charity Commission Data Protection Policy.