

# COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

## DATA PROTECTION POLICY

### **Introduction**

We are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Data to carry on our work of managing CVHA. This personal information must be collected and handled securely.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

The charity will remain the data controller for the information held. The trustees, staff and volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. The Village Hall Data Protection Officer can be contacted by emailing our Secretary on [secretarycolvhall@yahoo.com](mailto:secretarycolvhall@yahoo.com).

### **Applying the Data Protection Act within the charity**

We will let people know why we are collecting their data, which is for the purpose of managing the hall, its hirings and finances. It is our responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to trustees, staff and volunteers.

### **Procedures for Handling Data & Data Security**

CVHA has a duty to ensure that appropriate technical and organisational measures and training are taken to prevent:

- Unauthorised or unlawful processing of personal data;
- Unauthorised disclosure of personal data;
- Accidental loss of personal data.

All trustees, staff and volunteers must therefore ensure that personal data is dealt with properly no matter how it is collected, recorded or used. This applies whether or not the information is held on paper, in a computer or recorded by some other means e.g. tablet or mobile phone.

Personal data relates to data of living individuals who can be identified from that data and use of that data could cause an individual damage or distress. This does not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary or religious beliefs etc. would be classed as personal data, and falls within the scope of the DPA.

### **Privacy Notice**

CVHA uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and for its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers; otherwise, we will delete personal data 2 years after we last had contact with you. We will not share your data with other organisations (other than our bank for the sole purpose of making payments to you) unless we are legally obliged to do so or you give specific permission.