

General Data Protection Regulations - GDPR - Policy - Jan 2024

Introduction

New data protection legislation came into effect in May 2018, the General Data Protection Regulations (GDPR). This policy addresses how data protection legislation applies to Llangrove Village Hall (LVH) and is based on the Action with Communities in Rural England (ACRE) publication - *"Data Protection for Village Halls and Community Buildings - A preliminary Guide - Information Sheet 4 - Jan 2018"*

Inappropriate release of Personal Data can cause harm or distress to individuals. This policy is designed to minimise the risk of such release happening and to ensure that the reputation of the Llangrove Village Hall (LVH) is not damaged through improper use of personal data

GDPR Privacy Notice

This notice explains how LVH manages data in line with GDPR policy

While data can be held for the lawful purposes of managing the hall i.e. bookings, staff administration, accounts and records, public relations without specific consent, if it is held or used for other purposes which are incompatible with the original purposes then specific consent will be needed to use it

1. What is personal data?

Personal data is any data that relates to an identifiable individual e.g. names, addresses, telephone numbers, email addresses, bank account details, photos of identifiable persons, age including trustee dates of birth provided for the Charity Commission's annual return etc

2. What personal data does LVH collect and why?

Trustees - names, addresses, email, dates of birth, contact details

Hirers - We require you to provide us with certain necessary personal information when making a Hall booking. LVH Users may provide personal data so we can contact you

Employees - names, addresses, email

Financial information and bank details are collected where required for payment

3. Do you need to give consent?

The GDPR strengthens the requirement to obtain consent from someone to hold their data. While data can be held for the lawful purposes of managing the hall i.e. bookings, staff administration, accounts and records, public relations **without specific consent**, if it is held or used for other purposes which are incompatible with the original purposes then specific consent will be needed

4. For how long do we retain personal data?

We retain personal data for the least time necessary to fulfil our legal obligations, for auditing purposes, and for other purposes to allow us to manage the hall. We may retain personal data for longer periods than required by law if it is in our legitimate business interests to do so.

5. What do we do with personal data?

LVH collects and safely stores personal data in order to manage the operation of the hall and to comply with all applicable laws and regulations

6. How do we protect your personal data?

Data is stored on computers and in paper records. All trustees, employees and volunteers are made aware that it is essential that any PC, laptop, mobile, tablet, CD or memory stick used for village hall purposes is password protected and that if any of these items are stolen or hacked, and risk to individuals results, the breach is reported to the Information Commissioner’s Office (ICO www.ico.org.uk). The same applies to paper files. Completed accident reports are stored in a locked room.

Outgoing Trustees and volunteers are required to delete or return any personal data they may have as a result of their involvement with LVH

7. Do we share personal data?

It is not our intention to share your information. LVH Trustees only use personal data for the purposes of managing the hall - its bookings and finances, running and publicising events at the hall and its fundraising activities

8. What privacy choices are available to you?

You may decline to provide personal data when we request it but certain or all of our services may be unavailable to you as a result. If data is held or used for other purposes, which are incompatible with the original purposes of hall management, we would need to obtain your consent to use it

9. What are your rights?

You have certain rights in respect of your personal data. In particular, you have rights of access, rectification, restriction, opposition and deletion and the right to be told how your data is to be used. Please contact us if you wish to exercise these rights

10. Data Protection Officer (DPO)

The LVH Trustees are collectively responsible for data protection

Signed:  Chris Harris Chair
on behalf of the Llangrove Village Hall Management Committee

Dated: January 2024

Date for review: January 2025