

Niton Village Hall

Registered Charity No: 307403

DATA PROTECTION POLICY

To ensure compliance with recent changes in legislation, including the GDPR (General Data Protection Regulation) that comes into effect on 25th May 2018, Niton Village Hall Management Committee Data Protection Policy is outlined below.

We will only collect the minimum amount of personal data necessary for the purpose for which it has been given. Personal data includes names, addresses, email addresses and phone numbers. When we collect data we will advise individuals that we are recording it.

We will keep any personal data securely. Electronic data will be protected by a password and paper records will be securely stored for example in a locked house or cabinet.

Personal data given to us will not be passed to anyone outside the Niton Village Hall Management Committee and will not be used for any purpose other than that for which it was given.

PRIVACY NOTICE

Niton Village Hall Management Committee will ensure that all data protection legislation is adhered to and will protect securely any data that it collects.

We will only use personal information to manage the hall's facilities, administer hall bookings and maintain information on trustees as required by the Charity Commission. We may also need to keep data about any contractors who do work for us.

Data will not be stored for any longer than we need it either for the original use or to allow for proper audit of our finances. If we need to retain some information for historical records or statistical purposes we will remove any identifying personal data.

Contact details include names, postal and email addresses, telephone numbers including landlines and mobile phones.

The data may be shared between other committee members to enable them to perform their duties.

Data will not be shared with other individuals or organisations.