

# WYBOSTON, CHAWSTON & COLESDEN VILLAGE HALL

## Data Protection - GDPR Policy

### Introduction

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) May 2018, govern the use of information about an individual's personal data.

Information Commissioner's Office (ICO) - the ICO is responsible for implementing and overseeing the Data Protection Act 1998.

WCCVH collects data on committee members, volunteers, & the public and therefore Committee members are defined under the legislation as Data Controllers.

GDPR does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

Personal data can lawfully be obtained for the purposes of managing the hall e.g. recording bookings, managing the finances, invoicing, recording trustee information, ticket sales for events etc.

However, data cannot be shared with other organisations unless either for the purposes of managing the hall, or specific consent has been given, or it is in the public domain or an exemption applies, such as with the Police or Social Services in the case of a suspected Child Protection/Safeguarding issue.

We are committed to a policy of protecting the rights and privacy of individuals.

### Our Responsibilities

To identify the type of personal data we hold: Personal data is any data that relates to an identifiable individual, such as name, address, contact details, age (including trustee dates of birth provided for the Charity Commission's annual return), gender, family details

In addition, of relevance to village halls, it can include:

Online identifiers e.g. email addresses

Databases holding contact information e.g. bookings

CCTV footage

Financial information

For fundraising purposes e.g. lists of donors, ticket sales, gift aid

For publicity purposes e.g. photos of identifiable people at events

Information on those we hire/employ

To identify the ways in which we hold this personal data

Take appropriate technical and organisational security measures to safeguard personal information

To dispose of any personal data that is no longer required

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To comply with all the legislation including requests to view, amend or destroy any personal data we hold

WCCVH is not required to have a Data Protection Officer (DPO) due to the nature and size of the information they collect.

However, two of our Committee members have had training regarding GDPR

### **An Individuals Rights**

- The right to have your personal data treated with care
- The right to know what data we are collecting and why
- The right to have a copy of their personal data provided, free of charge 'unless the request is 'manifestly unfounded'
- The right to have data rectified if incorrect or incomplete
- The right to have data erased where there is no compelling reason for it to continue to be held
- Consent can be withdrawn at any time

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### Data Protection - GDPR Procedures

1. All members of WCCVH Committee will be given information about GDPR and made aware of the WCCVH GDPR Policy and understand their responsibilities.
2. Committee Members, volunteers, hirers & anyone working at the Village Hall will be asked to read (on the website) the GDPR Policy/Procedure. A hardcopy of this is to be made available on request & an information leaflet will be displayed on the Notice Board.
3. Staff will take all the steps outlined in the GDPR Policy to keep personal data safe.
4. If a request to view personal information is made, we have 30 days in which to respond.
5. Before providing the information we will need to verify the individual's identity to avoid a data breach.
6. If anyone suspects or knows about a data breach it must be reported within 72 hours.
7. Information no longer needed will be destroyed securely.

<b>Data Protection – GDPR Policy &amp; Procedure</b>			
Date Created	29/02/2020	Chairperson Signature	
Date Reviewed		Chairperson Signature	
<b>All Policies &amp; Procedures will be reviewed and amended by the Committee as needed. NO Policy or Procedure will go more than 2 years without a review.</b>			