Middlezoy Village Hall Management Committee

DATA PROTECTION POLICY

Middlezoy Village Hall is a not-for-profit organisation registered with the Charity

Commission **PRINCIPLES**

- Middlezoy Village Hall recognises its responsibility to comply with the Data Protection Act 1998 (DPA). The act regulates the use of personal data and the rights of individuals have been strengthened with the introduction of the General Data Protection Regulations (GDPR) in May 2018.
- The Data Protection Act 1998 sets out high standards for the handling of private information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled, and used. The Act applies to anyone holding personal information about people, electronically or on paper.

PROCEDURES

- Middlezoy Village Hall has a number of procedures in place to ensure that it complies with the Data Protection Act 1998 when holding personal information. When dealing with personal data the Trustees will ensure that:

  - Data is processed fairly and lawfully. Personal information will only be collected from individuals if Trustees have been open and honest about why they want the information.
  - Data is processed for specified purposes only. This covers bookings, payment and invoice processes, and website data.
  - Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept; only data that is needed will be held.
  - Data is accurate and kept up to date. Personal data will be accurate, if it is not, it will be corrected.
  - Data is not kept longer than it is needed. Data no longer needed will be shredded/deleted or securely disposed of.
  - Data is processed in accordance with the rights of individuals. Individuals will be informed, upon request, of all personal information held about them.
  - Data is kept securely and confidentially. Only Trustees can access the data. It cannot be accessed by members of the public. Data will not be used for any other purpose or passed to any third party.
  - Disclosure of personal information. Trustees of Middlezoy Village Hall need to access information to help carry out their duties. They are only able to access as much information as necessary and it will only be used for that specific purpose.

This policy should be read alongside our Privacy Notice which is available on our website at www.middlezoyvillagehall.org.uk. It will be reviewed every 3 years or when there are DPA changes.