

# **Data Protection – Statement Policy and Data Privacy Notice for Burtle Village Hall**

Burtle Village Hall Management Committee needs to collect and process personal data in order to function effectively.

Personal data is processed for a variety of reasons (as set out below) and all such personal data will be collected and processed in accordance with the requirements of the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018** – a new Act ‘to make new provision for the regulation of processing information relating to individuals, including the obtaining, holding, use or disclosure of such information’. GDPR replaces the Data Act 1998 and is now the primary source of data protection legislation. It gives individuals more rights and protection in how their personal data is used by organisations.

- **Personal Data** means any data which can identify you directly or indirectly. It includes contact information – name, address, home and/or mobile phone numbers, email address, and organisation.
- **Processing** means any activity relating to your personal data, including collection, use, alteration, storage, disclosure and destruction.

**Use of personal data** – the Burtle Village Hall may process personal data about you for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in the particular geographical area of Burtle
- To administer the managing of the Hall and associated facilities
- To administer applications for hiring the hall and/or other facilities
- To administer and promote fundraising activities
- To administer staff employment – for example cleaners
- Financial administration – to maintain our own accounts and records for hiring the Hall and/or other facilities, and for fundraising activities

- To maintain Financial administration for external auditing of the Burtle Village Hall accounts annually
- To inform residents and others of news, events, activities and services taking place at the Burtle Village Hall
- To maintain and audit compliance with the Burtle Village Hall's Policies and legal obligations
- To provide analysis of non-identifiable statistical data to provide a more targeted response to improving the service to users
- To handle any complaints and appeals

Burtle Village Hall will treat your personal data as strictly confidential and will only be shared with others in order to carry out any of the purposes above. Burtle Village Hall complies with its obligations under the 'GDPR' by keeping personal data up to date, by storing and destroying it correctly, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure.

Burtle Village Hall will only hold and/or use data under the following circumstances:

- When the individual has given consent
- To take the steps necessary for the individual to enter a contract
- To comply with legal obligations

**The Burtle Village Hall Management Committee does NOT share any personal data with third parties without your specific consent.**

**Where your personal data is stored** - Burtle Village Hall stores your personal data on computer servers and in secure hard copy files.

**Burtle Village Hall limits access to your personal data** - Access to this information is only by those members of the Management Hall Committee that have a legitimate need to access – for example the Treasurer for invoices and the Hall Manager for bookings, the person in charge of the Burtle 100 Club for applications and notification of winnings. Members of the Burtle Village Hall Management Committee with access to the data are required to observe the regulations and not to pass on information to a third party.

**Retention** – the Personal Data may be retained for 6 years for the purpose of accounts and for longer where required by the insurers of the Hall. This is to satisfy any legal, regulatory, accounting or reporting purposes.

**Rights - you have the following rights with respect to your personal data:**

- **Access** – you have the right to request access to and be provided with a copy of your personal data
- **Correction** – you have the right to request correction of any inaccurate or incomplete personal data held about you
- **Deletion** – you have the right to request erasure of any personal data held about you
- **Portability** – you have the right to receive or request that the Burtle Village Hall transfers a copy of your personal data
- **Complaints** – you have the right to complain in relation to how the Burtle Village Hall obtains or processes your personal data

To exercise any of these rights you will need to contact the Chairman/Chair of the Burtle Village Hall.

To protect the confidentiality of your personal data, the Chairman/Chair may ask you to verify your identify before fulfilling any request in relation to your personal data.

A **Data Audit** was undertaken by Burtle Village Hall in April and May 2018. All users and contacts were reviewed and updated with specific individual consent obtained. The data held was reviewed, along with the purposes for collection, its processing and storage. A Statement Policy and Data Privacy Notice are now in place.

**Burtle Village Hall Management Committee - June 2018**