




# Upchurch Village Hall

## General Data Protection Regulations

Document Number	Version	Date
UVH-POL-GDPR-001	Ver 02	Oct 2022

Responsibility	Name	Role	Signature	Date
Written by:	David Steward	Committee Chair		Oct 2022
Ratified by:	UVHMC at Committee meeting	Trustees		Oct 2022

Contents

1 Amendments..... 3

2 Policy Statement ..... 4

3 Objective ..... 4

4 Key Principles ..... 4

5 Operations ..... 5

6 Specific actions by UVHMC Trustees ..... 5

7 Upchurch Village Hall Booking form ..... 6

## 1 Amendments

Amendments to this document shall be recorded below, and the latest version printed and retained in the UVH records.

Record of amendments:

Version Number	Date Issued	Date Amended	Person Amending	Remarks
Draft Ver01	Jan 2020	-	D Steward	First draft issued for comment
Draft Ver02	Feb 2020	Feb 2020	D Steward	Issued to UVHMC for comments
Version 01	Feb 2020		D Steward	Ratified by UVHMC
Version 02	Oct 2022		D Steward	Updated website details p6

## 2 Policy Statement

Upchurch Village Hall Management Committee (UVHMC) is the managing committee for the Upchurch Village Hall, Registered charity (No. 302873); and is committed to the protection of the rights and privacy of individuals. The UVHMC needs to collect and use certain types of data in order to carry out the work of managing and hiring the Village Hall.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. This personal information must be collected and handled securely.

The UVHMC are the data controller for the information held, and its Trustees are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR.

The personal data gathered may include:

- The name, address, email and telephone number of the Village Hall Hirers
- The name, address, email and contact telephone of the Trustees

## 3 Objective

The purpose of this policy is to set out the UVHMC commitment to and procedures for protecting personal data. The UVHMC regards the lawful and correct treatment of personal information as essential for maintaining the confidence of Upchurch Village Hall users, contractors, and the local community at large.

## 4 Key Principles

The UVHMC shall comply with the 8 key principles of the Data Protection Act when processing personal data, as follows:

1. Personal data shall be processed fairly and lawfully and in particular shall not be processed unless:
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.

5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## 5 Operations

The UVHMC will let people know why we are collecting their data, which is for the purpose of managing Upchurch Village Hall, its bookings, finances (including fundraising), promotions and personnel. It is the responsibility of UVHMC to ensure the data is only used for this purpose. Consent to use personal data will be included on the hall booking forms.

Access to personal information will be limited to the members of the UVHMC and the booking secretary. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. Information regarding an employee, or a former employee, will be kept indefinitely.

Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong. Any SAR will be dealt with within 30 days, as is required, and steps will be taken to confirm the identity of the individual making the request.

## 6 Specific actions by UVHMC Trustees

The UVHMC has a duty to ensure that appropriate technical and procedural measures are taken to prevent breaches of data security. These measures will include:

1. Physical files containing personal data will be kept in a locked cabinet, or secure area.
2. Personal data stored electronically will be password protected, with a strong password.
3. Computers and devices used to access and process the data will have up to date internet security software installed and operational.
4. Only UVHMC Trustees and the booking secretary will have access to personal information held by the charity and then only on a need to know basis as authorised by the UVHMC.
5. No personal data will be given over the phone unless there is no doubt as to the caller's identity and right to access the information.
6. Information to meet a SAR request will only be released if evidence of identity is provided.

7. Consent to retain personal information will be recorded and updated as necessary.
8. Email correspondence on behalf of Upchurch Village Hall will use a dedicated email account, not personal emails. Emails containing personal information will be saved into appropriate secure folders and deleted from email in-boxes and deleted files folders.
9. Personal data will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.
10. The general risk assessment for the management and operation of Upchurch Village Hall will make specific reference to data security.
11. The Hall accident book records will be removed from the book and stored securely.
12. Data security will be included as a regular agenda item at UVHMC meetings.

## 7 Upchurch Village Hall Booking form

The Upchurch Village Hall booking form shall include the following statement to inform the hirer of the UVHMC policy for Data Protection and GDPR.

### *Data Protection Act & GDPR*

*Please be aware that the information you provide on this form will only be used for your booking and not passed to a third party. It will be retained by the Treasurer for audit purposes only. The only members of the Village Hall Management Committee with access to your details will be the "Booking Secretary" and the "Treasurer". If you have any objections to these terms your booking cannot be processed further. For further information please refer to the Upchurch Village Hall GDPR policy on the website at [Upchurch Village Hall Hire \(upvh.co.uk\)](http://upvh.co.uk)*