

## **Southwater Village Hall Management Committee**

### **General Data Protection Regulations (GDPR) Policy**

Southwater Village Hall Management Committee is committed to protecting the rights and privacy of individual's personal data in order to manage Southwater Village Hall. This personal information must be collected and will be handled securely.

General Data Protection Regulations govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a locked file and includes emails and minutes of meetings. These are stored securely and are password protected on electronic devices.

Trustees regard the lawful and correct treatment of personal information as very important to successful working and to maintaining the confidence of those with whom we deal. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen. Any breach of personal data will be reported to the ICO (Information Commissioner's Office).

Southwater Village Hall Management Committee will appoint a data controller to ensure that any personal data is dealt with in accordance with the GDPR Regulations. Normally this will be the Secretary.

Personal data is only held in electronic format or paper format for the length of time a person or group hires Southwater Village Hall, be they regular users or casual users i.e., birthday parties or a single hire of the hall. Personal data will be kept no longer than necessary and then will be securely destroyed.

The GDPR gives individuals the right to request how the Personal Data is being processed. If a request is made, then it must be dealt with within 30 days provided they have first verified the individual's identity.

Personal Data is not shared with anyone outside the Southwater Village Hall Committee.

Contact: Secretary, Southwater Village Hall Committee Tel 07467 080148 or email [secretary@southwatervillagehall.org.uk](mailto:secretary@southwatervillagehall.org.uk)

Policy originally adopted by Southwater Village Hall Management Committee on 12<sup>th</sup> September 2018

Reviewed by Southwater Village Hall Management Committee on 14<sup>th</sup> July 2021

Policy to be reviewed in May 2022

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