

Newton in Cartmel Village Hall Data Protection and Information Policy and Procedures

Why it's important

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data is any data that relates to an identifiable individual, such as name, address, contact details, age. Personal data must be handled fairly and lawfully. This means that it can be obtained only for lawful purposes and not further processed or shared with others in a manner incompatible with those purposes.

Personal data can be obtained lawfully, for the purposes of managing the hall e.g. recording bookings, managing the finances, invoicing, recording trustee information, ticket sales for events etc. Personal data obtained for this purpose can be shared in order to facilitate management of the hall. If it is held, or used for other purposes which are incompatible with the original purposes consent to use it, must be obtained. Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

What we will do

The charity is the data controller for the information held. The trustees, staff if applicable, and volunteers are personally responsible for processing, and using personal information in accordance with the Data Protection Act. Trustees, staff, and volunteers who have access to personal information are expected to read, and comply with this policy.

Lawful purpose

- Newton in Cartmel village hall will only obtain and store minimal personal information, for the the lawful purpose of managing the hall i.e. bookings, where applicable staff administration, accounts and records. This can include records and information about hirers and trustees, circulation lists for newsletters, information about tickets for events, fundraising and reclaiming gift aid on donations.

Security

- Personal data whether paper or digital, kept by Trustees will be held securely, protected by passwords, or in a secure environment, and not used other than for the specific lawful purpose of running the village hall.
- Maintenance of personal data
 - Personal data sets for the purpose of running the hall, will be reviewed annually and details deleted where no longer relevant.
 - All correspondence, or emails will be kept until no longer required.
 - The accident book will be checked regularly, any report will be removed, appropriate action taken and filed securely.
 - Minutes will be kept indefinitely.
 - Financial information and records of accounts and transactions will be kept for six years
 - Insurance information i.e claims, liability certificates - for paper records will be kept for seven years and digital records for ten years
- Trustees will dispose of personal data or confidential information securely

- Routinely as above
- When Trustees leave the committee, all data is destroyed.
- Specific roles such as Chair, Secretary, Treasurer and Booking Secretary, that are likely to hold additional confidential information should discuss this with the Secretary, to determine what is handed over or destroyed.

Storage of additional important information

- All minutes will go on the website and are kept indefinitely.
- All policies and procedures for Trustees and users will go on the website.
- Original documents such as the Trust Deed will be stored safely offsite.
- Other historical documents, or archive material where paper based such as essential information, photos, maps, plans, old minutes, notes will be stored securely onsite, and kept indefinitely, or as above.
- Information regarding access to internet banking must be kept secure.

Data loss or concerns

- Any loss of personal data is reported to the Secretary as soon as possible, as we may be obliged to report it to the Information Commissioner and to the individuals affected.
- Where any individual has any concerns about their personal data, they should be directed to the Secretary who will pursue their concerns.

Relevant documents

- Newton in Cartmel GDPR briefing xxxx

Date agreed November 22

Review December 22