



General Data Protection Regulations Policy

PART 1

1 Identification of Data held.

The Village Hall Committee hold the following data in respect of the Trustees (Committee Members)

Individual Data	Digital	Hard Copy
Full Name	✓	✓
Date of Birth	✓	✓
Private Address	✓	✓
Email address	✓	✓
Mobile and phone numbers	✓	✓

The Trustees may hold from time to time the following data in respect of users.

Individual Data	Digital	Hard Copy
Full Name	✓	✓
Private Address	✓	✓
Email address	✓	✓
Mobile and phone numbers	✓	✓

2 Protection of Data retained

- a) All documents are held in private residences of the Committee members where all reasonable measures are taken to protect property.
- b) Digital data is held on password protected computers or other devices.
- c) On retirement from the Committee digital data is deleted. A hard copy may be retained to the extent that it is contained in financial records or Minutes of Meetings.
- d) Data relating to users of the Hall may be retained to satisfy regulations relating to financial record keeping.

3 Privacy and Consent

- a) On appointment a new Committee member will be asked to sign a Trustee Declaration. This will be taken as consent for personal data to be held for the purposes of conducting the business of the Village Hall.

4 Use of Data

- a) Data held in respect of Committee Members and users will not be shared with any third party unless it is specifically for the business of the Village Hall or to fulfil the legal responsibilities of the Village Hall Committee.
- b) Backup copies of digital data will be kept in the Cloud.

5 Breach of Data

- a) Where a breach in security occurs, Committee members and users will be informed immediately as to the extent of the breach and the data affected.
- b) Where the law requires certain types of data breach will be reported to the Information Commissioner's Office (ICO).