



Slapton Village Hall

Registered Charity: 300968

Data Protection Policy and Procedures

Introduction

Slapton Village Hall (SVH) are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of personal data in order to manage the hall. This personal information must be collected and handled securely.

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.

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

Purpose

The purpose of this policy is to set out Slapton Village Hall's commitment and procedures for protecting personal data. 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 with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

The following are definitions of the terms used:

Data Controller - the Trustees who collectively decide what personal information Slapton Village Hall will hold and how it will be held or used.

Act - means the Data Protection Act 1998 and General Data Protection Regulations - the legislation that requires responsible behaviour by those using personal information.

Data Protection Officer - the person responsible for ensuring that Slapton Village Hall follows its data protection policy and complies with the Act.

Data Subject - the individual whose personal information is being held or processed by Slapton Village Hall; for example a donor or hirer.

'Explicit' consent - is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him.

- a) Explicit consent is needed for processing "sensitive data", which includes:
 - Racial or ethnic origin of the data subject
- b) Political opinions
- c) Religious beliefs or other beliefs of a similar nature
- d) Trade union membership
- e) Physical or mental health or condition
- f) Sexual orientation