



Slapton Village Hall

Registered Charity: 300968

- g) Criminal record
- h) Proceedings for any offence committed or alleged to have been committed.

ICO - Information Commissioner's Office

The ICO is responsible for implementing and overseeing the Data Protection Act 1998.

Processing - means collecting, amending, handling, storing or disclosing personal information.

Personal Information - information about living individuals that enables them to be identified - e.g., names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

The Data Protection Act

Slapton Village Hall will abide by the 8 principles of the General Data Protection Regulations (GDPR) (May 2018).

When handling data, it will be only in pursuit of the organisation's legitimate interests. Slapton Village Hall's use of personal data will/will be:

1. Fair, lawful and transparent
2. Specific for its purpose
3. Adequate and used only for what is needed
4. Accurate and up to date
5. Not kept longer than necessary
6. Take into account people's rights (the data subjects under the DPA)
7. Kept safe and secure
8. Not be transferred outside the European economic area.

Most data held by the village hall are people's names, their telephone number and email addresses. These will be disposed of securely when no longer required. It will not be shared with others unless consent is given.

Data is kept for legitimate interests of the hall such as:

- Recording bookings
- Minuting meetings
- Managing finances
- Invoicing
- Recording trustee information
- Tickets sales for events
- Publicity
- Fundraising
- Marketing
- Managing the hall