



Slapton Village Hall

Registered Charity: 300968

Personal data relates to data of living individuals who can be identified from that data and where use of that data could cause an individual damage or distress. This does not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary and religious beliefs, for example, would be classed as personal data and falls within the scope of the DPA. It is therefore important that trustees consider any information (which is not otherwise in the public domain) that can be used to identify an individual as personal data.

Data may be retained for up to 7 years for accounts purposes and for longer when it is required e.g. for hall insurers. Hall booking details need only be retained for 3 years. Minute books and Trust Deeds need to be kept permanently. Data is held securely either under lock and key for hard copies and password protected if held electronically. The committee members (trustees) may have further details held about them such as on the Charity Commissions Annual Return.

Individuals may ask the village hall secretary what data is kept about them, (Subject Access Request, SAR). After verifying the person's identity e.g. photo ID and proof of address, utility bill or bank or card statement (so as not to commit a data breach), the hall has 30 days to respond.

Individuals have a right to:

- Access their personal information
- To be informed that processing is being undertaken
- To prevent processing in certain circumstances, and
- To correct, rectify, block or erase what is regarded as wrong information

Slapton Village Hall will treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

Any data breach likely to result in a risk to individuals will be reported within 72 hours to the Information Commissioner's Office, (ICO's helpline 0303 123 1113).

If photographs are taken for publicity purposes, consent must be gained from individuals or those with parental authority.

This Policy will be monitored and is subject to an annual review.

Adopted: 26 May 2026

Reviewed: At each AGM

Signature: S. A. S. Lock

Name: SHIRLEY ANNE SWLOCK