

# WORTON & MARSTON VILLAGE HALL TRUSTEES



## DATA PROTECTION POLICY

Registered Charity No. 248792

Worton and Marston Village Hall needs to retain certain information about its trustees, volunteers and service users to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring that any personal data (Personally Identifiable Information – PII) will be dealt with in accordance with the European Union General Data Protection Regulations (GDPR). To comply with the regulations, personal data will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection regulations.

In accordance with Article 5 of the GDPR, we will ensure that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject (lawfulness, fairness and transparency);
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (purpose limitation);
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (data minimisation);
- Accurate and, where necessary, kept up-to-date. Every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (accuracy);
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed (storage limitation);
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (integrity and confidentiality).

The Data Controller shall be responsible for, and be able to demonstrate compliance with, the above clauses (accountability).

Processing shall be lawful only if, and to the extent that, at least one of the following applies:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the data controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another 'natural person';
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;

- Processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third-party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Worton and Marston Village Hall processes the following personal data:

- Trustees / committee members – names, addresses, contact details and dates of birth;
- Regular and occasional users – names, addresses and contact details;
- 200 Club members – names, addresses and contact details.

Worton and Marston Village Hall will ensure personal data will:

- Not be sold to companies or given to public organisations. Personal data (names, addresses, emails, phone numbers) will only be passed on to a third-party with written consent;
- Be processed for the stated purposes only;
- In the case of contact details, be stored for the purpose of informing the community about events, activities etc. but this will not include personal information other than that which has been permitted and an opt-out option will apply;
- Be accurate and be kept up to date;
- Be erased as soon as out-of-date or when no longer required;
- Be kept in a safe place and, where relevant, on a computer which is password protected.