

TUDDENHAM ST MARY VILLAGE HALL

Data Protection Policy

Tuddenham Village Hall respects your privacy and realises how important it is to you that your personal information remains secure. This policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, of personal information. The Trustees are responsible for ensuring compliance with the Data Protection Act and is committed to ensuring that we adhere to the eight principles of the Act.

We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen .

Any questions or concerns about the operation of this policy or if you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with a member of the Trustees.

Personal information is collected directly from you when you interact with TVH e.g. signing aagreement when you provide information to our Booking Clerk when booking for an event , details on cheques will not be recorded .

We may also collect information in order to keep in touch with you and to supply you with information regarding events at TVH through emails , our Web site , by phone. This includes keeping you informed about TVH issues that might potentially be of interest to you. The information which we collect in this way will typically include your name, postal and email addresses. Should the purpose for holding your information change, we will notify you.

We will not sell your information to third party organisations, and we do not share your personal information with third parties for their benefit.

TVH takes the care of your data seriously and undertakes to protect your personal information in a range of ways. Information is held by one individual only and the programme that information is held in is password protected.

We will retain your information for as long as you have an active relationship with TVH. If you cease to have an active relationship with us or request to receive no further contact, we will ensure your information is securely deleted and/or destroyed.

You may opt out of receiving specific information and types of messages from us by notifying us through the contact point listed

below, or by following the opt-out instructions on any email you might receive from us.

You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time. This can be done via:-

e-mail gad4919@yahoo.co.uk

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

This contains 8 principles for processing personal data with which we must comply.

Personal data:

- 1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,**
- 2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,**
- 3. Shall be adequate, relevant and not excessive in relation to those purpose(s).**
- 4. Shall be accurate and, where necessary, kept up to date,**
- 5. Shall not be kept for longer than is necessary,**
- 6. Shall be processed in accordance with the rights of data subjects under the Act,**
- 7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,**
- 8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.**

Applying The Data Protection Act within the charity

We will let people know why we are collecting their data, which is for the purpose of managing the Village Hall its hiring's and finances. It is our responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to trustees .

Correcting data

Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress .

Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information .

A wider explanation of the act can be found at :-

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>