

General Data Protection Regulations (GDPR)

Data Protection Policy

1) Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes emails and minutes of meetings.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

1. The charity is the Data Controller for the information held. The trustees, staff and affiliated club managers are personally responsible for processing and using personal information in accordance with the Data Protection Act 1998 (DPA) and the General Protection Regulations (GDPR). Trustees, staff and affiliated club managers who have access to personal information will therefore be expected to read and comply with this policy.
2. This policy covers the main regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

3) Policy statement

1. The Lady Emily Hall (LEH) needs to keep personal data about its committee members, volunteers, hirers of the Hall and contractors in order to carry out activities relating to the management of the Hall and fund raising.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the DPA and GDPR.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - Committee members/trustees – name, address, email, Tel. No., date of birth (if provided).
 - Hirers of the Hall – name, address, email, Tel. No.
 - Film Club members – name, address, email, Tel. No.
 - Flicks in the Sticks mailing list – name, email.
 - Contractors – name, address, email, Tel. No.
5. We will provide an individual with details of the data we have about them when requested by that individual.

6. We will delete data if requested by an individual for which we hold data, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

4) Data Storage

1. Data will be stored securely. When it is stored electronically, laptops and portable devices will be password protected. When cloud storage from a third party website is used we will ensure the third party complies with the GDPR. When it is stored on paper it will be filed and kept in a safe location.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

5) Hall Hire

1. We keep contact details of individuals booking the Hall for the purposes of managing the Hall hire and invoicing system.
2. The data is kept on the LEH booking system database on a personal computer and the LEH owned laptop. Cloud storage is used to hold a synchronised copy.
3. Only the Booking Secretary has constant access to the database. Other members of the committee may be asked to temporarily manage the system in the Booking Secretary's absence.
4. We cannot erase anyone from the database as there could be past bookings associated with them. However, we can anonymise the data if requested to do so.
5. It may occasionally be necessary to contact all hirers (past and current) to disseminate important information regarding the Hall, and the booking database would be used for this.

6) Affiliated clubs

1. This is currently the Film Club

2. Members of this group and volunteers that help out need to be in contact with each other in order to organise their events.
3. Contact details for members and volunteers are shared among themselves.
4. Members and volunteers will not share each other's contact details with anyone outside their club, or use them for anything other than club business without explicit consent.
5. Those responsible will endeavour to keep personal data items up to date, and to delete them if requested to do so.

7) Donations and Gift Aid records

1. Names of individuals who have donated funds to the Hall, and how much donated, are held on the accounts spreadsheet.
2. If the donor has signed a gift aid form, in connection with the donation, it contains their name, address and the amount of the donation, if for a single donation. Another type of form may be used to allow reclaims for multiple donations. Both of these paper records will need to be retained for inspection by HMRC.
3. Names held on the accounts spreadsheet can be anonymised if requested.
4. Any computer files generated for the purpose of reclaiming Gift Aid, will be deleted after 2 years.

8) Contacting committee members

5. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
6. Committee contact details will be shared among the committee.
7. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than LEH business, without explicit consent.

9) Review

These procedures will be reviewed every year

Date.....7th February 2022.....

Signature (Chair).....

Signature (Secretary).....