

Cusop Village Hall

DATA PROTECTION POLICY and PROCEDURES

Cusop Village Hall needs to keep certain information about its trustees, volunteers and users to carry out its day to day operations and to meet its objectives. In doing so we are committed to ensuring that any such personal data is dealt with in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

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

Cusop Village Hall holds the following personal data:

- Trustees and committee members – names, addresses and contact details.
- Volunteers – names and contact details.
- Hall users – names and contact details.

Cusop Village Hall will ensure that personal data will be:

- Obtained fairly, lawfully and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Cusop Village Hall will ensure that:

- Your data will not be sold to companies or given to public organisations.
- Your personal data (names, addresses, email addresses, and phone numbers) will only be passed on to a third party with your written consent.
- Your data will be processed only for the purposes stated.
- Your data is accurate and kept up to date.
- Your data will be erased as soon as it is out of date or when no longer needed.
- Your data will be kept in a safe place and, where relevant, on a computer that is password protected.

Note that your contact details may be stored and used for the purpose of informing the community about events, activities etc., but this will only include personal information that you have requested be used for such publicity purposes.

Further information

If members of the public/or stakeholders have specific questions about information security and data protection in relation to Cusop Village Hall please contact the Data Protection Officer.

The Data Protection Officer on the management committee is Jim Wesley

Contact details: villagehall@cusop.net

Signed: JL.Wesley

Dated: 15th February 2025

This policy will be reviewed if personal data will be used for a new purpose; if government policy on data protection changes; or after 2 years, whichever is soonest.

The Information Commissioner's website (www.ico.gov.uk) is a source of useful information on data protection.