

PRIVACY POLICY & PRACTICE

Barton le Willows Village Hall Management Committee

We want to ensure that we protect the rights and privacy of individuals when collecting, storing, using, amending, sharing or destroying/deleting personal data and comply General Data Protection Regulations. GDPR, 25/5/2018 set out the rules that Barton Le Willows Village Hall Management Committee must follow in order to protect peoples' data and privacy.

Definitions

- Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
- 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.

Use and protection of personal information

The management committee are responsible for overseeing policies and ensuring that the data protection policy is upheld.

All volunteers are responsible for observing the policy, and related procedures, in all areas of their work for the group.

Overall policy statement

1. Barton Le Willows Village Hall Management Committee needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
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 General Data Protection Regulation (GDPR) and other relevant legislation.
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:
 - a. purposes for which the individual has given explicit consent, or
 - b. purposes that are in our group's legitimate interests, or
 - c. contracts with the individual whose data it is, or
 - d. to comply with legal obligations, or
 - e. to protect someone's life, or
 - f. to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.

6. We will delete data if requested by the relevant individual, 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.
12. 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.
13. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

Village Email

BLW Village Hall Committee Gmail (bartonlewillows@gmail.com) holds email addresses of those people who have requested to be on the Village Hall's mailing list and have given us their email address for this purpose. We collect no other details and keep no paper copies. This data will be kept until they ask us to remove it, or until emails return as an address that no longer exists (in which case we delete it). We will provide information about how to be removed from the list with every mailing.

The email is operated by a Village Hall Committee member and they send emails "bcc" so that other individuals email addresses are not visible to the rest of the group. Any other personal information eg in forwarded emails, will be removed unless it is clearly the intention that the personal information be shared with the village hall mailing list.

Mailing List - Consent

The main purpose of the email group is to inform those interested of forthcoming events. Occasionally we are asked to circulate other information (for example, local shops doing deliveries during the Covid 19 outbreak, health and safety information).

By joining the mailing list you consent to receive publicity for village events, and important local information. You may ask to be removed from the mailing list at any time.

We do not circulate information from children and young people without parental consent or from anyone unknown to us.

We explain that by giving us their email addresses residents are agreeing to the above purposes and that they can request removal from the list at any time by either emailing bartonlewillows@gmail.com or following the instructions at the bottom of the email to reply with the title "Unsubscribe"

Village Hall Bookings

The Bookings officer holds a diary where names and contact details of Hirers are recorded. This and previous years diaries and booking forms, are kept securely by the bookings officer.

Financial Information

The Treasurer holds necessary financial information about accounts and payment to providers of services to the hall so that payment can be arranged. This is kept securely by the Treasurer, who has a password protected computer and up-to-date spyware software.

Committee Members' Personal Information

Village Hall Management Committee business requires regular communication between Committee Members that may involve the use of personal email addresses, phone numbers and other personal information.

- Committee contact details will be shared amongst the Committee
- Committee members will not share each other's details with anyone outside of the Committee, or use them for anything other than Barton le Willows Village Hall Management Committee business, without explicit consent.

In the event of a data breach - procedures

For example, should a phone or laptop be stolen, or an email containing personal details be sent accidentally -

- Concerns should be raised with the Chair
- Attempts should be made to retrieve the data and request that copies are deleted
- An apology should be issued to those involved, with reassurance about what has been done to rectify the situation
- Preventative action should be taken against further breaches of the same type

In cases of a data breach that has the potential to seriously affect those involved, this should be reported to the Information Commissioners Office within 72 hours.

Review

This Privacy Policy and the procedures above are reviewed every two years.