Wembdon Village Hall Trust

**Data Protection Policy**

# Policy Statement

The Wembdon Village Hall Trust is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers and staff and others in accordance with The Data Protection Act 1988. The policy applies to all voluntary and staff members of the Wembdon Village Hall Trust. Any breach of The Data Protection Act 1988 or The Wembdon Village Hall Trust Data Protection Policy is considered to be an offence and in that event disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working within the Wembdon Village Hall, and who have access to personal information will be expected to have read and comply with the policy. It is expected that any staff or volunteers who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

## Legal Requirements

Data are protected by The Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, where ever possible is processed with their consent.

The Act requires The Trust to register the fact that we hold personal data and to acknowledge the right of ‘subject access’- volunteers and staff must have access to copies of their own data.

## Managing Data Protection

The Wembdon Village Hall Trust will ensure that our details are registered with the Information Commissioner.

## Purpose of data held by The Trust

Data may be held for the following purposes;

* Staff Administration
* Fundraising
* Realising the objectives of a Charitable Organisation
* Accounts and Records
* Advertising, Marketing and Public Relations
* Information Data Bank Administration
* Journalism and Media
* Processing for Non-Profit Organisations
* Research
* Volunteers

## Data Protection Principles

In the terms of the Data Protection Act 1998, The Trust is the ‘data controller’ and as such determines the purpose for which, and the manner in which, any personal data are, or not be processed. The Trust must ensure it has:

1. **Fairly and Lawfully Processed Personal Data**

The Trust always put our logo on all personal data paperwork, stating the intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of how long data will be kept.

1. **Processed for limited purpose**

The Trust will not use data for a purpose other than those agreed by data subjects, (volunteers and staff and others). If the data held by the Trust are requested by external organisations for any reason, this will only be passed if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and The Wembdon Village Hall Trust Data Protection Policy.

**3. Adequate, relevant and not excessive**

The Trust will monitor the data held for such purposes, ensuring it holds neither too much or too little data in respect of individuals about whom the data is held. If data given or obtained is excessive for such purpose it will be immediately deleted or destroyed.

**4. Accurate and up–to-date**

The Trust will provide all volunteers, staff and others with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of all individuals and organisations to ensure the data held by The Trust is accurate and up-to-date. Completion of an appropriate form provided by The Trust will be taken as an indication that the data contained is accurate, Individuals should notify The Trust of any changes, to enable personnel records to be updated accordingly. It the responsibility of The Trust to act upon notification of changes to data, amending them where relevant.

**5. Not kept longer than necessary**

The Trust discourages the retention of data for longer than required. All personal data will be deleted or destroyed by The Trustafter one year if the individual has no association with the Trust as staff or volunteer during that time.

**6. Processed in accordance with individual rights**

All individuals that the Trust has data on have the right to:

* Be informed upon request of all the information held about them within 40 days
* Prevent the processing of their data for direct marketing.
* Compensation if they can show that they have been caused damage by any contravention of the Act.
* The removal and correction of any inaccurate data about them.

**7. Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All Trust computers have a log in system and the Contact Data Base is password protected, which allows only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by named personnel, ie Marilyn Tyrrell and/or by other named persons appointed by The Trust. When staff or volunteers are using laptop computers out of the office, care should be taken to ensure that personal data on screen is not visible to strangers.

1. **Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Trust takes particular care when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

Policy Number DP 2

This policy is to be reviewed annually. Next review due May 2024

Wembdon Village Hall Trust Charity Number 1156463

Wembdon Village Hall Trust

**Addendum to agreed Data Protection Policy**

The Wembdon Village Hall Trust is committed to a policy of protecting the rights and privacy of individuals, voluntary and community groups members, volunteers, staff and others in accordance with the European General Data Protection Regulation GDPR, 25.5.2018 which supersedes The Data Protection act 1988. The Policy applies to all Hirers, clients, staff and volunteers of the WVHPFT. Any breach of the regulation or the Trust Policy will be considered to be an offence and in that event disciplinary procedures apply.

As a matter of good practise, other organisations and individuals working within Wembdon Village Hall, who have access to personal information will be expected to have read and comply with the policy or WCC, SS, WFC follow their own policy.

**Legal Requirements**

Data is protected by GDPR applies from 25/05/18. It’s purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge and where ever possible is processed with their consent. GDPR requires the trust to register the fact that we hold personal data and to acknowledge the right of ‘subject access’ – volunteers and staff must have access to copies of their own data.

**Managing Data Protection**

The Wembdon Village Hall Trust will ensure that our details are registered with the information commissioner.

**Purpose of Data Held by the Trust**

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* Staff administration
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* Realising the objectives of a charitable organisation
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* Information Data Bank Administration
* Journalism and Media
* Processing for non-profit organisations
* Research
* Volunteers

**GDPR Principles**

In the terms of the GDPR Regulation 2018 The Trust is the ‘data controller’ and as such determines the purpose for which and the manner in which any personal data are, or are not to be processed. The trust must ensure it has policy procedure for detect, report and investigate a breach of Data Protection.

* Detect theft of documents or electronic equipment
* Notify Trustees, Staff, Volunteers, Clients as appropriate to the breach that personal data has been used by an unauthorised person or organisation.
* Trace the source of the breach and inform the police if a theft has occurred.
* Review security of electronic and paper data.