

Wickham Market Village Hall Charitable Incorporated Organisation (WMVHCIO)

Data Protection Policy

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, transportation and destruction of personal information.

WMVHCIO is responsible for ensuring compliance with the General Data Protection Regulations (GDPR) and other relevant legislation and are committed to ensuring that we adhere to the legislation.

Any questions or concerns about the operation of this policy should be referred to the Trustees. 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 Trustee.

We are committed to:

- ensuring that we comply with the data protection principles as outlined in legislation
- meeting our legal obligations as laid down by legislation
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that queries about data protection are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organisation.

Specifically:

- Personal information is collected directly from people who interact with WMVHCIO, for example members of the CIO, or members of the public when they book the hall or wish to attend an event. The information which we collect in this way will typically include name, phone number, postal and email addresses. Should the purpose for holding the information change, we will notify the person.

- We will not sell information to third party organisations, and we will not share personal information with third parties for their benefit.
- WMVHCIO takes the care of data seriously and undertakes to protect personal information.
- We will retain information for as long as the person has an active relationship with WMVHCIO. If they cease to have an active relationship with us or request to receive no further contact, we will ensure their information is securely deleted and/or destroyed.
- People may opt out of receiving specific information and types of messages from us by notifying us through the contact point listed below.
- People may contact us to correct any inaccuracies in the data which we hold about them, or if they wish to receive no further information from us, at any point in time. This can be done via: Email: alison_besley@hotmail.co.uk

Adopted 18th February 2019