

# BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

**Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS**

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## DATA PROTECTION POLICY

Buxhall Village Hall Management Committee recognises its responsibility to comply with the 2018 General Data Protection Regulation. The General Data Protection Regulation retains the existing legal principles of the 1998 Data Protection Act and adds some additional protections as to how personal data and sensitive personal data can be used.

### THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how the Committee process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child, and free of charge.

When dealing with personal data, the Buxhall Village Hall Management Committee must ensure that:

- It is processed fairly and lawfully. This means that information should only be collected from individuals if it has been open and honest about why it wants the information;
- It is processed for specified purposes only;
- It is relevant to what is needed. Data will be monitored so that too much or too little is not kept; only data that is needed should be held;
- It is accurate and kept up to date. Personal data should be accurate, if it is not it should be corrected;
- It is not kept longer than it is needed;
- It is processed in accordance with the rights of individuals. This means that individuals must be informed, upon request, of all the information held about them;
- It is kept securely. This means that only the Committee can access the data. It should be stored securely so it cannot be accessed by members of the public.

### Collecting Data

Buxhall Village Hall Management Committee recognises its responsibility to be open with people when taking personal details from them. This means that the Committee must be honest about why it wants a particular piece of information. If, for example, a member of the public gives their phone number to a Committee Member, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the individual's consent.

### Storing and Accessing Data

Buxhall Village Hall Management Committee may hold information about individuals such as their addresses and telephone numbers. These are kept in secure locations not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer.

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## **DATA PROTECTION POLICY**

### **Disclosure of Information**

If a Committee member needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. For instance names of winners of the Little Ernie Prize Draw will be published on the website <http://buxhall.onesuffolk.net/village-hall/>, in the village newsletter (Buxhall Broadcast), the village Facebook page and on the Village Hall notice board.

### **Confidentiality**

Committee members must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential. If a data breach is identified the Information Commissioner's Office must be informed within 72 hours and an investigation will be conducted.

This policy will be reviewed annually for compliance and effectiveness.

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