



Norton Village Hall

Data Protection Policy

All members of the Norton Village Hall Management Committee (NVHMC) will strive to protect the rights and privacy of individuals. We need to collect and use some types of data to manage Norton Village Hall. This data will be collected and handled securely.

Personal data may be held on computers and mobile devices or in a manual file, and includes email, minutes of meetings and photographs. The charity is the data controller for this information. The trustees, staff and volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act and those who have access to this data are expected to read and comply with this policy. We recognise the risk to individuals of identity theft and financial loss if personal information is lost or stolen. Personal information is information which enables a person to be identified (names, address, telephone numbers, email addresses). This policy does not apply to information about organisations, agencies or companies.

Personal data:

- Shall be processed fairly and lawfully
- Shall be collected only for purposes involved with the management of Norton Village Hall
- Shall be adequate, relevant and not excessive in relation to those purposes
- Shall be accurate and up to date
- Shall not be kept longer than necessary
- Shall be kept secure by the Data Controller who takes appropriate measures to prevent unlawful processing and accidental loss.

Access to personal information will be limited to trustees, staff and volunteers.

Individuals have the right to find out if Norton Village Hall charity holds their personal data, where it is, what it is used for and to correct it if necessary. Care will be taken to ensure that any person making such a request is the person in question; such requests will not be answered by telephone.

Operational Guidance:

- Consider if an email needs to be kept as an official record; if it does then keep it securely.
- Emails that are no longer needed should be deleted from the personal mailbox and from any 'deleted items' box.

- Personal information should not be given out over the telephone unless you have no doubt of the caller's identity and the information requested is innocuous. If in doubt, ask for the request in writing.
- Computers and portable devices (mobile 'phones, iPads etc.) that contain personal data should be protected with a suitable password.
- Do not leave portable devices unattended in public places or in places where they may be stolen.
- Personal data will be stored securely and will only be accessible to staff and authorised volunteers
- Data will only be stored for as long as needed. Employee records will be kept indefinitely or until the employee dies. Financial data will be kept for no more than 7 years. Archival data (e.g. legal documents and minutes) will be kept Indefinitely.
- The accident book will be checked regularly and any used page will be removed and filed securely.

Trustees, staff and volunteers should be aware that they can be personally liable if customer's data is used inappropriately.

This policy will be reviewed as necessary to ensure that it remains compliant with any changes made to the Data Protection act.