



Norton Village Hall Management Committee

Data Protection Policy and Records Retention Schedule

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 Google Workspace 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:

- All committee members will use the managed email address ending @nortonvillagehall.com for all correspondence with external agencies.
- All emails should be deleted as soon as they have been actioned. If any information held in an email is required as a record, then the contents of the email should be stored in an appropriate location in the NVHMC Shared Drive with an appropriate title. To do so, open the email, click the three vertical dots (⋮) in the top-right corner of the email and select Print. In the print window, change the *Destination* dropdown to Save as PDF.
- When a user deletes a Gmail message, it stays in their Trash for 30 days. For up to 30 days after deleting, users can recover their own messages from the Trash. After 30 days, messages are permanently deleted.



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- 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.
- NVHMC related material that contains any personal data should not be stored on personal computers, drives or portable devices (mobile phones, iPads, etc.). All NVHMC personal data must be stored in Google Workspace, which has 2-Step Verification set up for all users.
- 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.

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

Retention Schedule

See Appendix 1, final page. The retention schedule refers to record series regardless of the media in which they are stored.

Review of Policy

The Management Committee will review this policy annually after the AGM.



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Appendix 1: Retention Schedule

Document Category	Retention Period	Reason
Hall Hire Agreements	2 years from last booking made	Management
Booking Emails	At end of useful life	Management
Minutes of committee meetings	6 years	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	7 years	VAT
Bank statements	7 years	Audit
Cheque book stubs	7 years	Audit
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
Petty cash accounts	7 years	Audit
Insurance policies	Whilst valid	Management
Certificates for Public Liability	7 years after policy end	Management
Insurance claim records	7 years after policy end	Management
Accident books	3 years from date of last entry	Statutory
Risk assessment	Indefinite	Management
Committee Members contact details	3 years after resignation	Management
Lease agreements	Indefinite	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years after relevancy	Management