



EVENLEY VILLAGE HALL

Data Protection Policy

Evenley Village Hall Management Committee (EVHMC) is committed to a policy of protecting the rights and privacy of individuals. We need to collect and use personal data in order to administer and manage the village hall. All personal data must be collected and handled securely. The Data Protection Act 1998 and Data Protection Regulations 2018 govern the use of information we keep about people. Personal data may be held on computers, laptops, mobile devices, memory sticks etc., or as a hard paper copy.

EVHMC will act as the data controller for the information held. The trustees are personally responsible for processing and using personal information in accordance with the above legislation and conforming to this policy.

Evenley village hall is not required to appoint a Data Protection Officer but it is the responsibility of the Chairman of Evenley Village Hall Management Committee to ensure that trustees conform to this policy. The Data Protection Act sets out 8 principles for processing personal data, which the trustees of Evenley village hall are aware of and will comply with. They are;

1. Data will be processed fairly and lawfully.
2. Data shall be obtained only for the purposes specified in the Data Protection Act.
3. Information shall be adequate, relevant and not excessive to those purposes.
4. Details will be accurate and where necessary, kept up to date.
5. Information will only be kept for as long as necessary.
6. All data shall be processed in accordance with the rights of the individual whose personal information is being held.
7. All personal data shall be kept secure to prevent unauthorised or unlawful processing or access to the data.
8. Shall not be shared with anyone other than for legal purposes.

Evenley village hall only collect personal data for the purpose of managing the hall and its finances. Trustees are committed to ensuring that data is only used for this purpose.

Individuals have a right to find out what of their personal information the village hall holds about them. To this end, a privacy statement is posted on the Evenley Parish web site.

All trustees of Evenley village hall are aware that a breach of this policy, the 2018 Regulations or the 1998 Act may lead to legal action being taken against them.

..... 4th April 2018

Chairman of EVHMC