

# Mudford Village Hall

## Data Protection Policy

### **Purpose**

This policy sets out how Mudford Village Hall collects, uses, stores, and protects personal data in accordance with data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to protecting the personal data of our users, hirers, volunteers, committee members, and other stakeholders. This policy explains what personal data we collect and how we manage it.

### **Data Controller**

The Data Controller is the Mudford Village Hall Committee/Trustees. Any questions regarding this policy should be directed to the Chairperson.

### **Data We Collect**

We may collect and process the following types of personal data:

- Name, address, telephone number, and email of hall hirers
- Contact details of committee members and volunteers
- Payment information related to hall bookings
- Correspondence and feedback

### **Lawful Basis for Processing**

We process data based on:

- **Consent** – for example, when people sign up for updates or events
- **Contract** – when managing hall bookings or employment
- **Legal obligation** – e.g., for financial and safety regulations
- **Legitimate interest** – such as keeping in touch with regular users

### **How We Use the Data**

We use personal data to:

- Manage bookings and communicate with hirers
- Coordinate volunteer activities

- Administer finances and fundraising
- Comply with legal and insurance requirements
- Improve our services

### **Data Sharing**

We do not share personal data with third parties unless:

- Required by law
- With consent
- Necessary for services such as payment processing or insurance

### **Data Retention**

We retain personal data only as long as necessary. For example:

- Booking records: 7 years (for tax/audit purposes)

Volunteer data: if they are active

### **Data Security**

We take appropriate measures to keep data secure, including:

- Password-protected digital records
- Locked storage for paper records
- Regular backups
- Access limited to authorised personnel only.
- Should a breach of personnel data occur, the Village Hall Committee and Trustees will take notes and keep evidence of that breach.
- If any individual is aware of a data breach you must contact the Chairperson of the Village Hall to discuss and keep evidence of the breach.
- If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

## **Rights of Individuals**

Individuals have the right to:

- Access their data. To make an access request the individual should send their request to the Chairperson of the Village Hall. The Chairperson will normally respond to a request within one month from the date it was received.
- Request corrections
- Request deletion
- Object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

## **Policy Review**

This policy will be reviewed annually or in response to changes in legislation or operations.

**Date adopted:** May 2025

**Next review date:** May 2026

**Approved by:** Lydia Gane