

2. DATA PROTECTION POLICY

Haxey Memorial Hall needs to collect and keep certain information about its trustees, users and employees in order to carry out its day to day operations and to comply with legal obligations.

In line with the principles of the General Data Protection(GDP) regulations, personal data will be:-

- obtained fairly, lawfully and for a specific and lawful purpose
- adequate, relevant but not excessive
- accurate and kept up to date
- held no longer than necessary
- processed in accordance with the rights of data subjects
- subject to appropriate security measures
- dealt with in line with current GDP regulations

Personal information collected will normally consist of names, addresses, telephone numbers and email addresses for:-

- chair, vice chair, treasurer and secretary
- trustees
- employees
- primary contact points for regular users/ user groups
- occasional hirers and their nominated representatives
- contractors

Additionally, hirers and employees will be required to provide bank details if wages or deposits are paid or to be refunded by direct bank transfer.

Data collected will:-

- be processed for the purposes stated only
- be accurate and kept up to date
- only ever be passed to a third party with specific consent
- never sold to companies or given to public organisations
- be erased as soon as out of date or when no longer required

Email addresses stored for the purpose of informing the community about events taking place in the hall will be used solely for that purpose and only with the event organiser's permission.

Emails circulated to a restricted group such as the Management Committee may show recipient addresses with prior consent

All organisations using Haxey Memorial Hall will be expected to follow the principles of this policy

Approved by the Management Committee March 2019