

BISLEY VILLAGE HALL



Privacy & Data Protection Policy

Charity Registration no. 304978

Audit details

Status and Date: Approved by Committee 04/06/18

Next Review Date: By 04/06/19

Version 2.0

Overview

1. The Bisley Village Hall Management Committee of Trustees aims to ensure that any data we hold about individuals are fully protected, in accordance with the law, and that individuals have control over whether, when and how the data are used.
2. This document sets out how the Trustees intend to fulfil this aim. In particular, it sets out how we propose to meet the requirements of the General Data Protection Regulations (GDPR) which come into force on 25 May 2018.

Legitimate Interests

3. Bisley Village Hall is a charitable trust established in 1961 by a Deed of Conveyance. Our purpose, under the terms of the Conveyance, is to:

“hold upon trust a Village Hall for the use of the inhabitants of Bisley and the neighbourhood without distinction of sex or of political, religious or other opinions and, in particular, for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants”

4. Our main responsibilities under the Conveyance are for “the maintenance, upkeep and insurance of the Hall”; the payment of “rates, tax and other expenses” and, generally, for ensuring that the purposes set out in the Conveyance are met.
5. In GDPR terms, the purposes and activities outlined in paragraphs 3 and 4 are the **legitimate interests** of our organisation. Under GDPR data can be used, subject to a number of safeguards to support our legitimate interests.

Protecting the Information we hold about you

6. What we do in pursuance of our legitimate interests is still subject to the need for us to ensure that the data we hold about you is properly processed and protected and that you have the right and opportunities to say whether, when and how it is used.
7. We hold personal, identifying information about people with whom we deal of the kind that data protection law, including GDPR, requires us to protect. This information can include some or all of the following: name, telephone number, address, bank details, email address and more And we hold such information about, among others: volunteers; employees, suppliers and contractors; Hall users and enquirers, well-wishers and supporters and a range of other people.

8. To protect this information we will review what data we hold and how it is obtained, stored and used and make improvements to our processes where necessary. We will get rid of data that is no longer needed.

Your personal interests and rights

9. We will be transparent about what we are doing. You have the right to ask to see what personal data we hold and ask about how it is processed and protected. You have control over what is done with your data and you have “the right to be forgotten”, i.e. all data relating to you can be destroyed.
10. In addition to the conscious measures we take to safeguard your personal data, we also want to ensure that we do not inadvertently or unthinkingly use or share information you have provided in ways that you might not want or like. We will therefore take care not to send you information that you have said you do not want and/or to share personal data and material with people with whom you do not want them to be shared. This would include, for example, emails and email addresses and any audio or visual material recorded as part of our Heritage Project.
11. To make sure that we are getting this right and meeting people’s needs we will get in touch with existing and new contacts to check that we have the contact details they want us to use and to find out whether and how they would like to receive information from us. We will start this process before 25 May when the GDPR comes into effect.

Implementing this Policy

12. We want to get this right. It’s not just about the risk of being subject to penalties under the GDPR if we don’t (though that is significant). It is, more importantly about making sure we respect your rights and preferences in relation to your personal data.
13. There is, however, a lot to do and it cannot all be completed by 25 May. This policy will be kept under review and updated and amended as necessary. It will, in any case, be reviewed and approved by the Management Committee annually.
14. The Bisley Village Hall Management Committee of Trustees will ensure that all of the Hall’s users are aware of this policy and request assurance that they have privacy policies of their own. This document is also available on the Village Hall website.