NORTH PETHERTON COMMUNITY CENTRE MANAGEMENT COMMITTEE
CHARITY NUMBER: 291048

DATA PROTECTION POLICY FOR THE MANAGEMENT OF PERSONAL DATA

The Data Protection Act 1998 (DPA) and General Data Protection Regulations 2018 (GDPR) govern the use of information about people. Personal data is held on computers, laptops and mobile devices or in a manual files, email, minutes of meetings and photographs.

This Policy confirms the commitment to protecting the rights and privacy of individuals in relation to certain types of data collected in undertaking the work of managing North Petherton Community Centre. It acknowledges that personal information must be collected and handled securely and require positive opt in. It commits to the eight data protection principles of good information handling for processing personal data as set out in the Data Protection Act.

The type of personal data held which affects an individual's identity includes:

- Name
- Contact details, address, phones, email and social media
- Gender and age
- Family details
- Employee information e.g. NI number, bank account number
- Financial information
- Image, photos, film footage and CCTV

The handling of personal data related to the management of the hall includes:

- Information about hirers and independent trustees
- Information about trustees appointed as representatives of village organisations
- Circulation lists for minutes, newsletters and general correspondence
- Contracts of Employment
- Accident Book, insurance claims etc.
- Bequests and donations
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This data is only used for the legitimate purpose for which it was collected and will be disposed of when no longer required.

The Hall Management Committee are the Data Controllers for the information held. The trustees, staff and volunteers are personally responsible for processing and using personal information in accordance with the DPA and GDPR. Trustees, staff and volunteers will therefore be expected to read and comply with this Policy.

The Hall has its own dedicated email address and a dedicated mobile phone and computer for dealing with Hirings. Secure arrangements are in place for the operation of the Hall Wizard booking system. Contracts will be stored securely and held for 7 years.

The Management Committee expect those covered by this Policy to:

- Have their own dedicated email addresses for communicating hall business
- To use passwords to access all information held on their devices and to have malware security on their internet. On
- shared computers user log in should be separate from shared log-ins.
- Ensure manual files are held securely

The following Privacy Notice will apply to all Hall activity involving personal data and will be placed on the Hall Website.

Anywhere North Petherton Community Centre uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fund raising activities data may be retained for up to 7 years for accounts purposes and for longer where required for our insurers. If you would like to find out more or want to see a copy of information about you that we hold please contact the Hall Secretary.

In the unlikely event that a data breach is suspected it must be reported to the Hall Secretary within 24 hours of discovery for consideration and should a clear breach be confirmed then reported to the Information Commissioners Office within the following 48 hours.

Created 18.3.2023 This Policy to be reviewed annually