**Fordham Village Hall Data Protection Policy**

**Charity Number 1007775**

FVHMC is committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 2018. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The members of the FVHMC and other volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act 2018.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures.

FVHMC will ensure that personal data will:

Be obtained fairly and for a specific and lawful purpose

Be accurate and kept up to date

Be kept in a safe place

Not be held longer than necessary, but may be retained for up to 7 years for accounts purposes Be erased when out of date or when not necessary

Not be sold to companies or given to public organisations.

Personal data (names, addresses, emails, phone numbers) will only be passed on to a third party with written/verbal consent (e.g. someone who wants to contact someone else who does want their information public)

In the case of contact details, these may be stored for the purpose of informing the community about events, activities etc, but this will not include personal information other than that which has been permitted and an opt-out option will apply.

The general risk assessment for the management and operation of Fordham Village Hall will make specific reference to data security.

In the case of emails on behalf of FVHMC, these will be sent BCC, (blind carbon copy.)

Emails received from booking enquiries containing personal information will be saved into appropriate secure folders and then deleted from email inboxes and files folders once dealt with.

The Hall accident book records will be removed from the book and stored securely.

Data security will be included as a regular agenda item at VHMC meeting

FVHMC processes the following personal information:

• Trustees / committee members -Names, addresses and contact details

• Volunteers - Names and contact details

• Hirers – Names, addresses and contact details

• Contractors – Names and contact details

• Self Employed cleaner – Names and contact details

|  |  |
| --- | --- |
| **Policy** | **Data Protection** |
| **Date / Version** | **June 2023** |
| **Review Date** | **June 2024** |