

# Goxhill Memorial Hall Data Privacy Policy (April 2019)

## Introduction

The data security and privacy of individuals involved with the Memorial Hall is of prime concern to the committee, who are responsible for its day-to-day management and control.

## Who are we?

Goxhill Memorial Hall is a registered charity, providing typical village hall facilities for the local community. The facilities include a large village hall with stage, meeting rooms, a kitchen, 4 toilets and bar, in addition to a snooker room and a tennis court. The Hall is managed by a sub-committee of the Parish Council that includes parish council members and co-opted volunteers from the local community.

## What information does the Hall collect?

The hall collects information pertinent to its activities as a charity and as a hireable community venue: This includes;

- 1) Names, addresses of anyone hiring the hall facilities.
- 2) Names and addresses of anyone providing services to the hall.
- 3) Contact details of individuals or groups who work with the committee
- 4) Copies of all letters, emails and invoices sent to the Hall.
- 5) Copies of receipts for monies paid to the hall
- 6) Copies of all Hall booking forms.

The majority of the above information is held as hand-written hard copies, while emails, committee minutes and electronic contact information are held on personal computers. All information is held by one of the following committee members;

- 1) The Hall Secretary - Hand written and personal computer contact details of committee members and individuals who have sent letters to the committee or been written to in return, also minutes of committee meetings. Details of companies who provide services to the hall or stage regular events inside the Hall are held on file. The contact details of those holding weekly events at the Hall are held by the secretary, and displayed, with their consent, on the relevant web site pages.
- 2) The Booking Secretary - Copies of signed hand-written booking forms which contain payment information and contact details. For email communications, some of these details are transferred to the booking secretary's personal computer.
- 3) The Treasurer – Contact and banking details for groups or individuals providing payment to or receiving payment from, the Memorial Hall bank account, as well as banking slips and invoices.

The majority of data is held as hand-written or computer printed records, stored in the office holder's relevant files.

## How does the Hall use personal information?

The Memorial Hall uses the personal information it gathers to :

- Support the business functions carried out by the hall, e.g. set up business accounts and record transactions.
- Make course provider's contact details available to interested parties
- Meet its legal obligations (hold business information for 7 years, making it available for government bodies to review and scrutinise)
- Comply with the hall committee's operation procedures (issue minutes and agendas) and its internal audit requirements

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## **Processing personal data.**

All information held by the Memorial Hall is information given when requested, or taken from publically available sources, and as such, is deemed to be held in the system with the owner's consent. Should any owner request their information be removed from the website, or from the Hall's hard-copy files, the committee will ensure said information is removed from the system, providing all legal requirements regarding the recording of financial transactions are met

## **Do we share personal data?**

Goxhill Memorial Hall DOES NOT **share** personal data, unless it has been given specific permission to do so (e.g. putting course provider contact details on the Hall website). All other personal data is treated as strictly confidentially and is not disclosed to any third parties. The only exception is for the police, or any other official government body, but only when there is a valid concern that a crime has been committed.

## **Where do we store and process personal data?**

All data is either stored as paper copies in lever arch files in the homes of Goxhill Memorial Hall sub-committee office holders, or as electronic files on their password protected personal computers.

## **How do we secure personal data?**

The data held is stored as paper copies in lever arch files and held by the appropriate committee member in their homes for the length of their tenure. Should they resign, the data is handed back in its entirety. Any Electronic information on password protected equipment is transferred to a data pen and handed over before the original files are purged from the retiring members system. Any data more than 7 years old is either disposed of, or held in a private, secure area at Goxhill Memorial Hall.

## **How long do we keep your personal data for?**

All data is held for a minimum of 7 years (legal requirement), after which the committee decides whether to put the records into long-term storage or destroy them. Data privacy is ensured by either the burning or shredding of hard-copy/printed records, with the electronic erasure of any computer files.

## **Your rights in relation to personal data**

Goxhill Memorial Hall respects the right of data subjects to access and control their personal data. They have a right to have the information;

- Corrected or deleted
- Withdrawn

Subject to the above requests not being in conflict with and current legislative requirements.

Should there be any complaints about Goxhill Memorial Hall's handling of any individual's personal data, these can be made to the Information Commissioner's Office

## **Use of automated decision-making and profiling**

The Memorial Hall does not use cookies on its website or any other automated data-collection processes. It does however cautions users that links on the website, e.g. to Google maps, or WIX website builder, may expose them to sites which do practice automated data-collection.

## **How to contact us?**

Any concerns about Goxhill Memorial Hall's data collection, security and privacy can be addressed to the Memorial Hall committee via [goxhillmemorialhall@gmail.com](mailto:goxhillmemorialhall@gmail.com)